



AGENDA  
FOR THE ORDINARY MEETING  
OF COUNCIL  
TO BE HELD IN  
THE PAYNES FIND COMMUNITY CENTRE,  
PAYNES FIND  
ON FRIDAY, 30 APRIL 2021  
COMMENCING 10.00 AM



## SHIRE OF YALGOO

### NOTICE OF ORDINARY MEETING

THE NEXT ORDINARY MEETING OF COUNCIL WILL BE HELD IN THE PAYNES FIND  
COMMUNITY CENTRE, PAYNES FIND ON FRIDAY, 30 APRIL 2021  
COMMENCING AT 10.00 AM.

**Ian Holland**  
Chief Executive Officer



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Agenda for the Ordinary Meeting of the Yalgoo Shire Council,  
To be held in the Paynes Find Community Centre, Paynes Find  
On Friday, 30 April 2021 commencing at 10.00 am.

**PLEASE TURN OFF ALL MOBILE PHONES PRIOR TO THE COMMENCEMENT OF THE MEETING**

## **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

## **2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

MEMBERS

STAFF

GUESTS

OBSERVERS

LEAVE OF ABSENCE

APOLOGIES

## **3. DISCLOSURE OF INTERESTS**

Disclosures of interest made before the Meeting.





## 8. CONFIRMATION OF MINUTES

### 8.1 ORDINARY COUNCIL MEETING

#### BACKGROUND

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

##### MINUTES OF THE ORDINARY COUNCIL MEETING HELD 25 MARCH 2021

That the Minutes of the Ordinary Council Meeting held on 25 March 2021 be confirmed as a true and correct record of proceedings.

Moved:

Seconded:

Motion put and carried / lost

## 9. REPORTS OF COMMITTEE MEETINGS

## 10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/Other Matters

### 10.0 INFORMATION ITEMS

Sharing of operational information on items that are not confidential, do not require a decision and do not meet the definition of matters for which the meeting may be closed under section 5.23 of the Local Government Act (e.g.: matters affecting employee/s or the personal affairs of any person).

#### 10.1 AWARD to be given to Gail Pilmoor

#### 10.2 Paynes find Community Discussion with Shire Comments

Gail Pilmoor shared their community discussion, CEO Ian Holland had commented on each topic.

##### Local Road Works

With the Weather Events that 2021 has brought to this area, I would like to on behalf of The Community, commend and thank our new CEO – Ian and Works Foreman – Craig and their teams. Their professionalism, communication and management throughout these times, always trying to achieve the best possible for everyone, when the demands have and are still very high and well above the normal has been very much appreciated.

**Shire Comment** – Thank you for the feedback it is much appreciated. On the whole Shire Infrastructure fared a lot worse from the heavy rain and flooding in early March when compared to the effects of being on the outskirts of Tropical Cyclone Seroja. Most roads have now been assessed and we are still waiting on a declaration from the Federal Government through DRFAWA arrangements for the March event. It is difficult to accurately record the condition and amount of damage a road has sustained to meet the requirements of DFES while at the same time moving quickly to patch or make the road safe again for travel.

**Yalgoo Ninghan GNH – Rubbish Bin**

This new rubbish bin has been getting used well, a little too well, so discussions have been had with DBCA to possibly support rubbish disposal. With some of the rubbish we believe, coming from people after spending time at Warriedar and within Karara Rangelands, and future plans for Karara Rangelands to grow their tourism, this will be an issue.

**Shire Comment** – The Shire has continued discussions with DBCA who are considering a rubbish trailer for Rangleland visitors. It has been suggested that a joint plan be developed to expand collection points along the road through the rangelands and seek assistance from mining companies that regularly use the road for haulage.

**Airstrip safety, and compliance inspection**

The training had been approved by the Shire for Paynes Find.

*Details to TBA* – I have discussed this with AMS and will follow up when time is appropriate to all.

**Shire Comment** – Staff and volunteers attended training at the Yalgoo Airstrip provided by AMS and it is sensible that contractors and volunteers in Paynes Find be afforded the same opportunity. As the Shire does not have a certified airstrip we have had difficulty with final certifications as availability is required at a functioning airstrip to complete ARO training.

**Day Tourist Parking**

This is an ongoing project yet to be finalised

**Future Projects**

- Paynes Find to have a walk trail or some form of interactive attraction, wildlife, flowers, stones and the landscape in general.
- Cemetery to be cleaned up and made safe for visitors

**Shire Comment** – Budget consideration will be given to a joint cemetery improvement project as this ranked quite high in the Shires community engagement to renew our Strategic Community Plan. Where the Shire does not have the resources assistance will be sought from relevant agencies and associations.

Budget consideration will be given to progress plans for tourism improvements along Great Northern Highway.

<b>11. MATTERS FOR DECISION</b>
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**11.0 MATTERS BROUGHT FORWARD**

## 11.1 TECHNICAL SERVICES

### 11.1.1 PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020-21

<b>AUTHOR:</b>	Ian Holland, CEO
<b>INTEREST DECLARED:</b>	NO INTEREST TO DISCLOSE
<b>DATE:</b>	20 April 2021
<b>ATTACHMENTS</b>	NIL

#### MATTER FOR CONSIDERATION

To receive the Progress Report on the 2020-2021 Capital Works Program.

#### BACKGROUND

The Shire in adopting its 2020-2021 Annual Budget has allocated funds amounting to \$3,732,078 for the purpose of acquiring capital assets and undertaking infrastructure works.

#### STATUTORY ENVIRONMENT

Nil

#### STRATEGIC IMPLICATIONS

Timely delivering of the various capital projects which will deliver the objectives of the Community Strategic Plan.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

To deliver the Capital Works Program within the budgeted allocations.

#### CONSULTATION

Nil

#### COMMENT

The Capital Works Projects for the 2020-2021 financial year are detailed be:

**CAPITAL WORKS PROGRAMME 2020-21**

The following assets and works are budgeted to be acquired or undertaken during the year:

		2020-21 ANNUAL BUDGET	2020-21 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 March 2021
<b>Governance</b>					
000000-Admin Computers Hardware and System Upgrade	F & E	37,500	0	37,500	
000000-Admin Upgrade Cabling Fibre	F & E	13,000	12,111	889	Project completed with savings
000000-External Monitor Display	F & E	40,000	766	39,234	Project commenced
000000-Admin Fire Proof Safe	F & E	11,000	813	10,187	Project commenced
000000-Financial Software	F & E	100,000	80,000	20,000	Project commenced
<b>Law Order Public Safety</b>					
000000- CCTV Yalgoo Townsite	F & E	30,000	0	30,000	
<b>Housing</b>					
000000-Other Housing - Nurse Accommodation	L & B	250,000	5,123	244,877	Project commenced
<b>Communities Amenties</b>					
000000- Community Bus	P & E	130,000	111,727	18,273	Project completed with savings
000000- Yalgoo Rubbish Tip	Other	0	18,062	(18,062)	Expenditure not budgeted
<b>Recreation and Culture</b>					
000000 - Community Hall Renovations	L & B	600,000	0	600,000	
000000 - Museum Improvements	L & B	117,157	0	117,157	
000000-Art Centre	F & E	4,500	0	4,500	
000000- Sports Complex	F & E	500	0	500	
000000- Sports Complex -Footpath to School	Recreation	29,256	18,182	11,074	Project commenced

The following assets and works are budgeted to be acquired or undertaken during the year:

		2020-21 ANNUAL BUDGET	2020-21 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 March 2021
<b>Transport</b>					
000000- Machinery Shed Depot Concrete Floor 2 Bays	L & B	20,000	23,368	(3,368)	Project completed with over expenditure
000000- Street Lighting	Other	50,000	4,759	45,241	Project commenced
000000-Works Foreman Ute	P & E	75,000	69,913	5,087	Project completed with savings
000000- Grader	P & E	380,000	379,130	870	Project completed with minor savings
000000- Trailer Side Tipper	P & E	180,000	192,270	(12,270)	Project completed with over expenditure
000000- Truck Tipper	P & E	80,000	69,170	10,830	Project completed with savings
000000- Fuel Tank	P & E	2,100	0	2,100	
000000- Deisel Air Compressor	P & E	3,200	0	3,200	
000000- Generator 4.5 kva	P & E	6,000	0	6,000	
000000- Road Sweeper Attachment	P & E	25,000	0	25,000	
000000- Paynes Find Public Toilets	Other	33,655	0	33,655	
000000- Paynes Find Entry Statements	Other	30,000	0	30,000	
ROADS TO RECOVERY GRANTS					
000000- Yalgoo/Morawa Road - Widen to 7m	Roads	380,000	29,125	350,875	Project commenced
RRG SPECIAL GRANT RD WORKS					
000000- Yalgoo/Ninghan Road - Seal to width 4m	Roads	514,110	49,813	464,297	Project commenced
MUNICIPAL FUND					
000000- Sandford River Crossing	Roads	25,000	0	25,000	
000000- Badga Woolshed Seal to Airstrip	Roads	80,000	0	80,000	

The following assets and works are budgeted to be acquired or undertaken during the year:

		2020-21 ANNUAL BUDGET	2020-21 MARCH ACTUAL	VARIANCE FAV (UNFAV)	COMMENTS
		\$	YTD \$	\$	
<b><u>By Program</u></b>					The CEO to provide a verbal update on the status of the capital projects as at 31 March 2021
<b>Economic Services</b>					
000000-Caravan Park - Upgrade Water and Power Supply	L & B	30,000	0	30,000	
000000-Caravan Park - 2 Self Contained Accommodation Units	L & B	340,000	119,372	220,628	Project commenced
000000-Caravan Park -CCTV	F & E	13,600	0	13,600	
000000-HCP Program- Computer	F & E	1,500	0	1,500	
<b>Other Propert and Services</b>					
000000-Shire Building- Solar Panels	L & B	100,000	0	100,000	
		<b>3,732,078</b>	<b>1,183,704</b>	<b>2,548,374</b>	

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER RECOMMENDATION**

#### **PROGRESS REPORT ON THE CAPITAL WORKS PROGRAM 2020 - 2021**

**That Council receive the Progress Report on the Capital Works Program 2020 – 2021 as at 31 March 2021.**

**Moved:**

**Second:**

**Motion put and Carried/lost:**



**11.1.2 Technical Services Monthly Report as of the 22 January 2021**

Author:	Ray Pratt, Works Foreman
Interest Declared:	No interest to disclose
Date:	22 Feb 2020
Attachments	Nil

**Matter for Consideration**

That Council receives the Technical Services Monthly Report as at 22 February 2021.

**Background**

Nil

**Statutory Environment**

Nil

**Statutory Implications**

Nil

**Consultation**

Nil

**Comment****1 ROAD CONSTRUCTION – CAPITAL**

Yalgoo Ninghan road going ahead for RRG

**2 ROAD MAINTENANCE - OPERATIONS**

Maintenance grading done on Yalgoo North road, Pindathunna Homestead road to Yalgoo North Road, Narndee West Road repairs done, Ninghan Road.

**3 PROPERTY AND VEHICLE MAINTENANCE**

Services carried out on Hino Dual Cab, YA 479 and YA 1631 Side tippers

**4 PARKS, RESERVES AND PROPERTIES****4.1 Art & Culture Centre**

General gardening maintenance carried out.  
Murals being framed to hang on external wall.

**4.2 Community Town Oval**

General gardening maintenance and fertilizing conducted to the oval and core stadium gardens.  
Water and soil samples sent away for testing.

#### **4.3 Community Park, Gibbons Street**

General gardening maintenance conducted on a weekly bases, mowing, pruning, and watering.

#### **4.4 Community Park, Shamrock Street**

General gardening maintenance conducted on a weekly bases, mowing, pruning, and watering.  
New shade sails erected.

#### **4.5 Water Park**

General gardening maintenance conducted on water park.  
New shade sails erected.

#### **4.6 Yalgoo Caravan Park**

General gardening maintenance is done every two weeks.

#### **4.7 Paynes Find.**

Nil

#### **4.8 Railway Station**

General gardening maintenance conducted on a weekly bases Mowing, pruning and watering.  
Race track graded and watered, new water line run for horses and some fencing work done on yards.

#### **4.9 Yalgoo Nursing Post**

No changes or additions to the nursing post, besides general gardening maintenance.

#### **4.10 Staff Housing**

Quotes for fire damage at 1 Stanley street are with assessors.

#### **4.11 Yalgoo Rubbish Tip**

Tip edge pushed over once a week.

#### **4.12 Yalgoo & Paynes Find Airstrip**

New batteries have been fitted to lights on the Yalgoo air strip.  
Paynes Find airstrip graded and rolled

**5 INFRASTRUCTURE - CAPITAL**

Nil

**6 PRIVATE WORKS**

Grade Warrdagga track

**7 PURCHASING**

New side tipper trailers have arrived.

**8 STAFF**

Khian Hill has been put on permanent and is doing a great job.

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Technical Services Monthly Report as at the 22 Feb 2020**

**That Council:**

**Receive the Technical Services report as at 22 Feb 2020.**

**Moved:**

**Seconded:**

**Motion put and carried:**

## 11.2 DEVELOPMENT PLANNING AND ENVIRONMENTAL HEALTH

### 11.3 FINANCE

#### 11.3.1 ACCOUNTS FOR PAYMENT MARCH 2021

<b>AUTHOR:</b>	<b>Dominic Carbone</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>20 April 2021</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

#### MATTER FOR CONSIDERATION

Council approve the Accounts for Payment list for the period 1 March 2021 to 31 March 2021 as detailed in the report below.

#### BACKGROUND

The Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer to present a list of accounts paid and/or payable to Council and such to be recorded in the minutes of the meeting.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

*6.10 Financial Management regulations*

Regulations may provide for –

- a. The security and banking of money received by a local government' and
- b. The keeping of financial records by a local government; and
- c. The management by a local government of its assets, liabilities and revenue; and
- d. The general management of, and the authorisation of payments out of –
  - I. The municipal fund; and
  - II. The trust fund, of a local government.

#### Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
  - I. The payee's name; and
  - II. The amount of the payment; and
  - III. The date of the payment; and
  - IV. Sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing –
  - a. For each account which requires council authorisation in that month –
    - I. The payee's name; and
    - II. The amount of the payment; and
    - III. Sufficient information to identify the transaction; and

- b. The date of the meeting of the council to which the list is to be presented.
- 3. A list prepared under subregulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

#### **STRATEGIC IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **CONSULTATION**

Nil

#### **COMMENT**

The list of accounts paid for the period 1 March 2021 to 31 March 2021 are as follows:

**SHIRE OF YALGOO**  
**LIST OF ACCOUNTS PAID AND PAYABLE**  
**FOR THE PERIOD 1 MARCH 2021 TO 31 MARCH 2021**

DATE	PAYEE	PARTICULARS	AMOUNT
PAID			\$
5/03/2021	BATTERY MART	BATTERY YALGOO AIRSTRIP LIGHTING	1,320.00
5/03/2021	BEACHLANDS PLUMBING	PLUMBING REPAIRS - INSTALL PUMP LEACH DRAIN STANLEY STREET RESIDENCE	1,500.20
5/03/2021	BRIDGED GROUP PTY LTD	COMPUTER MAINTENANCE SUPPORT	2,079.00
5/03/2021	CANINE CONTROL	CONTRACT RANGER FEBRUARY 2021	1,143.45
5/03/2021	DATACOM SOLUTIONS PTY LTD	PAYROLL SERVICES FEBRUARY 2021	272.80
5/03/2021	DOMINIC CARBONE AND ASSOCIATES	CONSULTANCY FINANCIAL AND ADMIN.	3,217.50
5/03/2021	GERALDTON TOYOTA	PURCHASE WORKS FOREMAN VEHICLE	77,289.59
5/03/2021	MICHELLE HODDER	REIMBURSEMENT FUEL	50.00
5/03/2021	INDEPENDENT RURAL	WATER TANKS FOR YALGOO AND PAYNES FIND BUSH FIRE BRIGADES	6,970.50
5/03/2021	ITVISION	PROGRESS PAYMENT - SYNERGYSOFT IMPLEMENTATION OF SOFTWARE	22,000.00
5/03/2021	KEEN BROS	TRAINING FOR PHILLIP HILL	1,500.00
5/03/2021	LANDGATE	VALUATIONS MINIG TENEMENTS	286.65
5/03/2021	LAWSON PERCY	COUNCIL MEETING FEES AND ALLOWANCES FEBRUARY 2021	821.34
5/03/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	GRANT WRITING WORKSHOP SHIRE STAFF	1,245.00
5/03/2021	LUSCOMBE SYNDICATE	DEPOT SUPPLIES	166.21
5/03/2021	PAYNE GREGORY ARTHUR	COUNCIL MEETING FEES AND ALLOWANCES FEBRUARY 2021	1,776.67
5/03/2021	POOL AND SPA MART	YALGOO WATER PARK, CHLORINE	49.80
5/03/2021	RAUL VALENZUELA	COUNCIL MEETING FEES AND ALLOWANCES FEBRUARY 2021	529.67
5/03/2021	REFUEL AUSTRALIA	FUEL SUPPLIES JANUARY 2021	8,181.20
5/03/2021	ROCKE DAVID	CLEANING PAYNES FIND COMMUNITY CENTRE AND ROAD INSPECTIONS	304.84
5/03/2021	SIMPSON GAIL	COUNCIL MEETING FEES AND ALLOWANCES FEBRUARY 2021	527.67
5/03/2021	SPOTLIGHT P/L	ART CENTRE SUPPLIES	588.10
5/03/2021	TMT ELECTRICAL	DEPOT TEST AND TAG W AND REPAIRS TO UNITS, STAFF HOUSING, CORE STADIUM	6,896.50
5/03/2021	TOLL TRANSPORT	FREIGHT	151.67
5/03/2021	TRENFIELD GAIL	COUNCIL MEETING FEES AND ALLOWANCES FEBRUARY 2021	777.67
5/03/2021	WALGA	TRAINING FOR RATES CLERK	1,045.00
5/03/2021	WINC AUSTRALIA PTY LTD	OFFICE STATIONERY AND CLEANING SUPPLIES	2,632.15
5/03/2021	WURTH	DEPOT SUPPLIES	476.74
12/03/2021	HOWARD PORTER	PURCHASE 2 TRAILERS AND EQUIPMENT	211,677.00
12/03/2021	GERALDTON TOYOTA	PURCHASE COMMUNITY BUS LESS TRADE IN	123,311.99
12/03/2021	PEARCE PAINTING AND DECORATING	INTERIOR PAINTING 43 GIBBONS STREET	5,695.22
12/03/2021	CIVIC LEGAL	LEGAL FEES NATIVE TITLE MATTER	7,081.25
12/03/2021	WA HINO	PURCHASE TRUCK LESS TRADE IN	40,523.45
12/03/2021	BEAUREPAIRES	TYRES COMMUNITY BUS	1,680.00
		<b>TOTAL</b>	<b>533,768.83</b>

# **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

### **ACCOUNTS FOR PAYMENT MARCH 2021**

That Council approve the list of accounts paid for the period 1 March 2021 to 31 March 2021 amounting to \$533,768.83 and the list be recorded in the Minutes.

Moved:

Seconded:

Motion put carried/Lost:

**11.3.2 INVESTMENTS AS AT 31 MARCH 2021**

<b>AUTHOR:</b>	<b>Dominic Carbone</b>
<b>INTEREST DECLARED:</b>	<b>NO INTEREST TO DISCLOSE</b>
<b>DATE:</b>	<b>20 APRIL 2021</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

**MATTER FOR CONSIDERATION**

That Council receive the Investment Report as at 31 March 2021.

**BACKGROUND**

Money held in the Municipal Fund of the Shire of Yalgoo that is not required for the time being may be invested under the Trustee Act 1962 Part III.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

## 6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) *deleted*]

(c) prescribe circumstances in which a local government is required to invest money held by it;

and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

## 19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

(1) In this regulation —

**authorised institution** means —

(a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**foreign currency** means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 12 months;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency.



**STRATEGIC IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

The worksheet below details the investments held by the Shire as at 31 March 2021.

<b>SHIRE OF YALGOO CASH HOLDINGS AS AT 31 MARCH 2021</b>								
<b>INSTITUTIONS</b>	<b>SHORT TERM RATING</b>	<b>INVESTMENT TYPE</b>	<b>ACCOUNT N°</b>	<b>TERM</b>	<b>DATE OF TRANSACTION</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>PRINCIPAL</b>
<b>MUNICIPAL FUND</b>								
Note Balance as per Bank Statement								
NAB	N/A	Operating a/c	50-832-4540	Ongoing	N/A	N/A	Variable	\$1,658,923.14
BENDIGO	N/A	Operating a/c	171336274	Ongoing	N/A	N/A	Variable	\$1,271,815.59
BENDIGO	N/A	Saving	171336282	Ongoing	N/A	N/A	Variable	\$25,069.80
NAB	N/A	Short Term Investment	24-831-4222	Ongoing	N/A	N/A	Variable	\$52,130.29
<b>TOTAL</b>								<b>\$3,007,938.82</b>

<b>RESERVE FUNDS</b>								
Bendigo	N/A	Term Deposit	3479107	4 months	11.01.2021	11.05.2021	0.30%	\$169,381.54
Bendigo	N/A	Term Deposit	3483811	4 months	11.01.2021	11.05.2021	0.30%	\$471,899.08
Bendigo	N/A	Term Deposit	3483825	4 months	11.01.2021	11.05.2021	0.30%	\$1,134,864.04
<b>TOTAL</b>								<b>\$1,776,144.66</b>

<b>INVESTMENT REGISTER</b>						
<b>01 MARCH 2021 TO 31 MARCH 2021</b>						
<b>NATIONAL AUSTRALIA BANK</b>						
<b>ACCOUNT N°</b>	<b>DATE OF MATURITY</b>	<b>INTEREST RATE</b>	<b>OPENING BALANCE</b>	<b>INTEREST EARNED TO 31.03.2021</b>	<b>INVESTMENT TRANSFERS</b>	<b>CLOSING BALANCE 31.03.2021</b>
171336282	Ongoing	Variable	\$25,051.07	\$18.73		\$25,069.80
24-831-4222	Ongoing	Variable	\$52,118.23	\$12.06	0	\$52,130.29
3567670	11.05.2021	0.30%	\$468,712.48	\$3,186.60	0	\$471,899.08
3567677	11.05.2021	0.30%	\$1,127,240.64	\$7,623.40	0	\$1,134,864.04
3567669	11.05.2021	0.30%	\$168,854.45	\$527.09	0	\$169,381.54

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION****INVESTMENTS AS AT 31 MARCH 2021**

That the Investment Report as at 31 March 2021 be received.

Moved:

Seconded:

Motion put and carried/lost

**11.3.3 FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 MARCH 2021**

<b>Author:</b>	<b>Dominic Carbone</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>20 APRIL 2021</b>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• <b>Statement of Comprehensive Income ending the 31 March 2021;</b></li> <li>• <b>Financial Activity Statement; ending 31 March 2021;</b></li> <li>• <b>Summary of Current Assets and Current Liabilities as of 31 March 2021;</b></li> <li>• <b>Statement of Current Financial Position as at 31 March 2021;</b></li> <li>• <b>Detailed worksheets;</b></li> <li>• <b>Other Supplementary Financial Reports:</b> <ul style="list-style-type: none"> <li>○ <b>Reserve Funds;</b></li> <li>○ <b>Loan Funds</b></li> </ul> </li> </ul>

**NOTE: MONTHLY FINANCIAL STATEMENTS TO BE PROVIDED PRIOR TO OR AT THE MEETING**

**MATTER FOR CONSIDERATION**

Adoption of the Monthly Financial Statements.

**BACKGROUND**

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

**STATUTORY ENVIRONMENT***Local Government Act 1995*

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

*Local Government (Financial Management) Regulations 1996*

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, 5, and 6 prescribe further details of information to be included in the monthly statement of financial activity.

**STRATEGIC IMPLICATIONS**

Provision of timely accounting information to inform Council of the financial status and financial affairs of the local government.

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue, and overall results against budget targets.

**POLICY IMPLICATIONS****2.4 Material Variance**

**FINANCIAL IMPLICATIONS**

The Financial Activity Statements reflect the financial situation of the Shire as at year to date.

**CONSULTATION**

Nil

**COMMENT**

The Shire prepares the monthly financial statements in the statutory format along with the other supplementary financial reports comprising of:

- Statement of Comprehensive Income;
- Statement of Financial Position;
- Reserve Funds;
- Loan Funds;

The areas where material variances have been experienced (10% or \$10,000 above or below budget) are commented on in the material variance column.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION****R34 (1) FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED THE 31 MARCH 2021.**

**That Council:**

**Adopts the Financial Activity Statement for the period ended 31 March 2021.**

**Moved:**

**Seconded:**

**Motion put and carried/lost**

## 11.4 ADMINISTRATION

### 11.4.1 CEO Probation

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>20 April 2021</b>
<b>Attachments</b>	<b>Nil</b>

### MATTER FOR CONSIDERATION

That Council determine the satisfactory completion of the Chief Executive Officers Probationary Period.

### BACKGROUND

The Shires CEO was subject to the satisfactory completion of a six month probationary period. Six months has now elapsed since the 29/09/2020 including annual leave taken at Christmas.

The CEO met with the Shire's President and Deputy President on the 2<sup>nd</sup> April to discuss the current progress of the CEOs Key Performance Indicators.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

### STRATEGIC IMPLICATIONS

### CONSULTATION

### COMMENT

In light of the recent required changes to CEO Performance it is suggested that the first performance review be scheduled for August 2021 followed by a March 2022 review to bring the process in line with the Shires Strategic Planning Processes and policy 11.1.2.

This will provide for 8 months between the first set of adopted KPIs and 7 months between the next iteration. An independent external facilitator is required to be appointed by a resolution of Council. This should occur no later than the July Ordinary Council Meeting.

**VOTING REQUIREMENTS** - Simple Majority

### OFFICER RECOMMENDATION

#### CEO Probation

**That Council accepts the successful satisfactory completion of the Chief Executive Officers Probationary Period and schedules the first performance review for August 2021.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.2 Murchison Regional Vermin Council – Future Structure**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>20 April 2021</b>
<b>Attachments</b>	<b>MRVC Letter 14<sup>th</sup> April</b> <b>MRVC Future Structure</b>

**MATTER FOR CONSIDERATION**

That Council determine a position on a merger between the Murchison Regional Vermin Council and the Meekatharra Rangelands Biosecurity Association.

**BACKGROUND**

In recent MRVC meetings it has been discussed that Audit Fees are becoming extremely onerous for the size of the organisation. Some of this is due to the MRVCs status as a regional Council. Once construction phases are complete any future maintenance could be far outweighed by audit/operating costs.

A request has been received in the attached letter to provide Councils views on a possible merger.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS**

Supporting Pastoralists and assisting in the control of wild dogs.

**CONSULTATION**

Murchison Regional Vermin Council

**COMMENT**

As this is a work in progress and involves numerous parties there appears to be some work still required to determine the future structure of a combined association.

Administration is of the view that the four points in the letter (Separation of Functions, Funding, Assets and Vermin Fence Committee of Management) are necessary but not exhaustive.

A full business case may be counter productive and essentially waste any savings that could be made in the first year however we believe that the MRVC should obtain legal advice or a sound understanding, from the Department of Local Government or appropriate body, for the transition from Regional Council to Association/Merged Association.

We would also suggest that the new association constitution clearly describes what happens to assets and unexpended funds should the association wind up in the future. We would expect that funds or assets go to an organisation with a similar mandate or revert to the control of individual or joint local governments. For this to fairly occur it may require that each committee operate their own separate accounts.

MRVC discussions have also been held regarding long term Shire financial support for the Vermin Cell Fence however no advice has been provided on how this could be accomplished. In speculation it should be that future Councils and future budgets continue to support active programs such as this which address a need in the community but not at the risk of effecting other vital operations.

# **VOTING REQUIREMENTS – Parts 1 and 3 Simple Majority Part 2 Absolute Majority**

## **OFFICER RECOMMENDATION**

### **MRVC – FUTURE STRUCTURE**

**That Council:**

- 1. provides in principal support for the proposed merger between the Murchison Regional Vermin Council and the Meekatharra Rangelands Biosecurity Association;**
- 2. delegates further discussions on the proposed constitution to the current MRVC Shire Delegates and the CEO; and**
- 3. requires further evidence and a completed constitution so that support can be appropriately considered.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.3 OCCUPATIONAL SAFETY AND HEALTH**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>15 April 2021</b>
<b>Attachments</b>	<b>Worksafe Checklist</b>
	<b>Prompt Safety Solutions Quote</b>

**MATTER FOR CONSIDERATION**

That Council consider the quotation received from Prompt Safety Solutions for the full implementation of the Shire of Yalgoo Employee and Contractor Combined Safety Management System.

**BACKGROUND**

Early November 2020 Worksafe WA a division of the Department of Mines, Industry Regulation and Safety conducted an inspection of the Yalgoo Shire Depot and Administration. Through this process it was identified that there were areas of improvement in the shires operations and improvement notices were issued. While administration and outside staff worked hard to comply with these notices and establish better ways of doing things it has become apparent that more support is required. Some work has been done to improve the Shires Employee Safety Handbook since 2005 but most of the changes have been reactionary rather than utilise what has been learnt across the sector.

Prompt Safety Solutions currently provides services to 13 regional local governments and a travel cost sharing arrangement has been suggested if we align our quarterly toolbox meetings with the Shire of Sandstone.

In late 2020 the Work Health and Safety Bill 2019 (WA) was passed by the Western Australian Parliament. It is expected that most provisions of the bill will come into effect within the next 1 -2 years and is the result of harmonisation efforts that bring our legislation closer to Commonwealth and other States legislation. There will be key changes to existing laws as this new act replaces both the Occupational Safety and Health Act 1984 and the Mines Safety and Inspection Act 1994.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS**

Supporting and protecting the development of the Shire Workforce is important for most strategies under the Strategic Community Plan.

**CONSULTATION** – Craig Holland, Works Manager

**COMMENT**

The provision of these services will assist in the following ways:

- Assist the Shire to meet changing legislation in the area of Occupational Safety and Health.
- An external body that can assist staff with OSH advice. Easier for all parties to understand their rights and responsibilities.
- Implementation of new procedures such as contractor inductions.
- Best practice updated plans for remote and hazardous work – traffic control
- Drug and Alcohol Testing

**VOTING REQUIREMENTS** - Absolute Majority

**OFFICER RECOMMENDATION**

**OCCUPATIONAL SAFETY AND HEALTH**

**That Council accepts the quote from Prompt Safety Solutions and reallocates \$8690 from the Rural Road Maintenance Account 120155 to the OH&S Account 140330.**

**Moved:**

**Seconded:**

**Motion put and carried:**



**11.4.4 Display Board and Paynes Find Entry Statement**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>16 April 2021</b>
<b>Attachments</b>	<b>Danthonia Designs Quote</b>

**MATTER FOR CONSIDERATION**

That Council consider the quotation received from Danthonia Designs for the suitability of the designs and supply.

**BACKGROUND**

Administration reached out to a handful of WALGA preferred suppliers for the design of entry statements and a display board. The initial design phase was awarded to Danthonia Designs due to the quoted cost and their ability to design, price and supply both products in their entirety.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS****CONSULTATION****COMMENT**

Paynes Find Entry Statements – It is proposed that Council consider accepting Option 2 for placement at the edge of the town common approximately 5km along the Great Northern Highway from Maranalgo Road in both directions. Approval will have to be sought from Main Roads WA and after freight and Shire installation this project will fall quite close to the initial budgeted amount. Cost for 2 units \$25,132 ex GST with installation allowance remaining of approximately \$4,500 after design costs.

Yalgoo Administration Display Board – It is proposed that the Shire accept the design of the LED Sign and the supply cost of \$24,978 ex GST and work to develop a wayfinding board using a Landgate map as a starting point that can be printed or etched.

Pastoral Stations (more particularly those operating station stays) will be contacted so that they have a choice about whether their homestead location is included. Additional detail will be dependant on the area covered by the map. If possible a replica or alternate version will be considered for display in Paynes Find.

**VOTING REQUIREMENTS** - Simple Majority**OFFICER RECOMMENDATION****Display Board and Paynes Find Entry Statement**

**That Council accepts the quote from Danthonia Designs for the Supply of the Yalgoo LED Sign Revision 1 for \$24,978 ex GST and the Supply of Two Paynes Find Entry Sign (Option 2) for \$12,566 ex GST each.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.5 Councillor Training Request**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>21 April 2021</b>
<b>Attachments</b>	<b>Nil</b>

**MATTER FOR CONSIDERATION**

That Council determine attendance at an Event or Training.

**BACKGROUND**

A request has been received from Councillor Valenzuela to attend a Government Advanced Leadership & Management Intensive in Perth at the end of May.

Yalgoo Shires Attendance at Events Policy 2020 does not include CEO discretion for Councillor Training or Conferences other than those listed in Policy 3.2C.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS****CONSULTATION****COMMENT**

The requested leadership training is conducted by Liquid Learning and focuses on cohesion and collaboration between different levels of government notably state and federal. It includes coaching, leadership and conflict resolution training. This course is conducted in person across Australian Capital Cities.

The cost of this two-day workshop is \$2495 and travel or accommodation reimbursements would also have to be considered. There is currently adequate funding in both Councillor Training and Councillor Conference accounts due to the reduced nature of activities over the past year as a result of Covid-19.

After the budget review one sixth of the Councillor Training and Councillor Conference equates to \$2166. This is after a reduction of \$8000 in the recent budget review.

**Policy 3.2C – Attendance at Events (Replaces 3.2B Councillors Conference and Training)**

Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in Training and Development Policy in the Employee Orientation and Induction manual.

**VOTING REQUIREMENTS** - Simple Majority**OFFICER RECOMMENDATION****Councillor Training**

**That Council supports Cr Valenzuela's attendance of leadership training conducted by Liquid Learning for the course Government Advanced Leadership & Management Intensive to the value of \$2495.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.6 Local Roads and Community Infrastructure Grant**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>22 April 2021</b>
<b>Attachments</b>	<b>Nil</b>

**MATTER FOR CONSIDERATION**

That Council Consider the reallocation of \$200,000 of Local Roads and Community Infrastructure Grants funding from the Yalgoo Hall Renovations to other projects to be determined.

**BACKGROUND**

After difficulties obtaining a quantity surveyor report and starting point for the Yalgoo Hall Renovations the Shire has now secured a full breakdown with an estimate for works coming in at \$626,000 ex GST.

While the Lotterywest Grant is still being assessed the Shire currently has the following listed for the project.

Own Funds: \$100,000

LRCI Grant Phase 1: \$200,000

LRCI Grant Phase 2: \$285,431

Lotterywest Application: \$300,000

The Shire has been advised that due to the current Western Australian Building Boom combined with the Regional Effects of Cyclone Seroja there is likely no issues in applying for an extension. That being said it is difficult to determine at this stage if we will be successful going out to tender and it is suggested that we withdraw the Phase 1 project and allocate the funding to faster community projects that can be completed by the 30 June 2021.

An administration workshop with Councillors is proposed to determine what can be applied for and appropriately spent within the next 2 months.

As the projects or purchases have to be shovel ready an initial suggestion is a pair of portable timed traffic lights for traffic management and the purchasing of new traffic management signage and road closure signage as well as road sweeper attachments and a portable roadwork toilet.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS****CONSULTATION****COMMENT**

The remaining budget will be adequate for the works at the hall dependant on the Lotterywest application and a special meeting will be required following the workshop to reallocate the funding in the budget alongside a project/s application to the Department of Infrastructure as per the Grant Agreement.

**VOTING REQUIREMENTS** - Simple Majority

**OFFICER RECOMMENDATION****LRCI Infrastructure Grant**

**That Council supports in principal the reallocation of the Phase 1 LRCI Grant and will hold a workshop in the first week of May to discuss eligible projects.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.7 Standards for CEO Recruitment, Performance and Termination**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>CEO – Policy relating to the CEOs employment WALGA advice notes available to Councillors</b>
<b>Date:</b>	<b>21 April 2021</b>
<b>Attachments</b>	<b>Standards for CEO Recruitment, Performance and Termination</b>

**MATTER FOR CONSIDERATION**

That Council adopt the Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination.

**BACKGROUND**

Local Government (Administration) Amendment Regulations 2021 (CEO Standards) have introduced mandatory standards to the Local Government (Administration) Regulations 1996 that require the local governments adoption before the 3<sup>rd</sup> May 2021.

**STATUTORY ENVIRONMENT** - Local Government Act 1995, Section 5.39A and 5.39B

**STRATEGIC IMPLICATIONS** – Strong Civic Leadership

**CONSULTATION** - WALGA

**COMMENT**

Local Governments are able to include in their adopted CEO Standards additional provisions that are not inconsistent with the Model Standards.

Local Governments should exercise caution in adopting additional provisions, as the Council will be required to certify, by absolute majority, that a recruitment or termination process was undertaken in accordance with the adopted CEO Standards.

The CEO and Shire President will need to discuss further any inconsistencies found between the existing employment contract and new legislation.

The draft Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination have been developed from the WALGA template policy.

The Shire is still required to adopt a policy for the temporary employment or appointment of a CEO under the recent changes. This will be done as part of the redevelopment of the DCEO role.

**VOTING REQUIREMENTS** – Absolute Majority

**OFFICER RECOMMENDATION**

**Standards for CEO Recruitment, Performance and Termination**

**That Council adopts the Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination as presented and maintains policy 11.1.2 CEO Performance and Review Process Policy, adopted December 2020, as the process by which part 16 of the standards is addressed.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.8 Code of Conduct for Council Members, Committee Members and Candidates**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>20 April 2021</b>
<b>Attachments</b>	<b>Code of Conduct Policy for Council Members, Committee Members and Candidates</b>

**MATTER FOR CONSIDERATION**

That Council adopt the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

**BACKGROUND**

Councillors have recently been provided with copies of the Model Code that was legislated on February 3<sup>rd</sup> 2021 as part of the Local Government (Model Code of Conduct) Regulations 2021.

Following the gazettal of this new legislation local governments are required to adopt a Code of Conduct that incorporates the Model Code by the 3<sup>rd</sup> May 2021.

At the Ordinary February Meeting 2021 Council appointed the Chief Executive Officer as the person to receive complaints that relate to the Code of Conduct and approved a form for the lodging of complaints.

**STATUTORY ENVIRONMENT** - Local Government Act 1995, Section 5.103 and 5.104

**STRATEGIC IMPLICATIONS** – Strong Civic Leadership

**CONSULTATION** - WALGA

**COMMENT**

The Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

The Model Code Regulations provide for:

- overarching principles to guide behaviour
- behaviours which are managed by local governments
- rules of conduct breaches which are considered by the Standards Panel.

The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

The draft Shire of Yalgoo Code of Conduct has been developed from the WALGA Template Policy and is attached.

The Shires existing Policy Schedule 1.1 Code of Conduct – Elected Members Item 4.1 in the Shires Governance and Policy Manual covers many topics. Most aspects of this policy that are not included in the Model Code are all sufficiently covered by Legislation. This includes but is not limited to the Local Government (Administration) Regulations 1996 and Part 5, Division 6 of the Local Government Act 1995 – Disclosure of Financial Interests and Gifts.

Shire Administration will endeavour to collate this important information into a guide for Councillors prior to the October 2021 Ordinary Council Elections.

**VOTING REQUIREMENTS – Absolute Majority**

**OFFICER RECOMMENDATION**

**Code of Conduct for Council Members, Committee Members and Candidates**

**That Council adopts the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates as presented and has it replace Policy 4.1 Code of Conduct – Elected Members in the Governance and Policy Manual.**

**Moved:**

**Seconded:**

**Motion put and carried:**

**11.4.9 Code of Conduct Behaviour Complaints Management Policy and Committee Delegation**

<b>Author:</b>	<b>Ian Holland, Chief Executive Officer</b>
<b>Interest Declared:</b>	<b>No interest to disclose</b>
<b>Date:</b>	<b>20 April 2021</b>
<b>Attachments</b>	<b>Code of Conduct Behaviour Complaint Management Policy Behaviour Complaints Committee Delegation</b>

**MATTER FOR CONSIDERATION**

That Council adopt the Shire of Yalgoo Code of Conduct Behaviour Complaints Management Policy.

**BACKGROUND**

This item provides a procedure for assessing complaints under the newly legislated Code of Conduct for Council Members, Committee Members and Candidates.

It incorporates Councils prior adoption of a Complaint Form and the Appointment of the Chief Executive Officer as the Complaints Officer/Behaviour Complaints Officer.

**STATUTORY ENVIRONMENT** - Local Government Act 1995

**STRATEGIC IMPLICATIONS** – Strong Civic Leadership

**CONSULTATION** - WALGA

**COMMENT**

The draft Shire of Yalgoo Code of Conduct Complaint Management Policy has been developed from the WALGA Template and is attached.

Due to the size and remoteness of the local government this policy differs from WALGA template in that the Behaviour Complaints Officer can act as the Complaints Assessor if they feel that they can act impartially and have the appropriate knowledge and skill to assess a complaint. This has been suggested because the local government may not have the resources to appoint an external party or it may create unreasonable timeframes for assessment.

A Behaviour Complaints Committee is proposed to be established and the Terms of Reference are included in the attached Code of Conduct Behaviour Complaints Management Policy. Along with the Behaviour Complaints Committee Delegation in the second attachment it is envisaged that the Committee will consist of all Councillors and any Councillors who are Complainants or Respondents to a specific complaint being considered will excuse themselves allowing the Committee to function.

**VOTING REQUIREMENTS** – Absolute Majority

**OFFICER RECOMMENDATION**

**Code of Conduct Behaviour Complaints Management Policy and Committee Delegation**

**That Council:**

- 1. adopts the Shire of Yalgoo Code of Conduct Behaviour Management Policy including the creation of and Terms of Reference for a Behaviour Complaints Committee;**
- 2. appoints all Councillors to the Behaviour Complaints Committee; and**
- 3. approves the attached delegation of powers to the Behaviour Complaints Committee.**

**Moved:**

**Seconded:**

**Motion put and carried:**

## **12. NOTICE OF MOTIONS**

### **12.1 PREVIOUS NOTICE RECEIVED**

## **13. URGENT BUSINESS**

## **14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

### **14.0 STATUTORY ENVIRONMENT – MEETING CLOSED TO THE PUBLIC**

Councillors are obliged to maintain the confidentiality of matters discussed when the meeting is closed. Fines of up to \$10,000 or two years imprisonment apply to certain offences relating to misuse of information.

The following legislative extracts were downloaded from [www.auslii.edu.au](http://www.auslii.edu.au) on 8 November 2010.

#### **Local Government Act 1995**

##### **s5.23. Meetings generally open to the public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees;
  - (b) the personal affairs of any person;
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret;
    - (ii) information that has a commercial value to a person; or



- (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
  - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971 ; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

#### **s5.92 Access to information by council, committee members**

- (1) A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.
- (2) Without limiting subsection (1), a council member can have access to —
  - (a) all written contracts entered into by the local government; and
  - (b) all documents relating to written contracts proposed to be entered into by the local government.

#### **s5.93. Improper use of information**

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or
- (b) to cause detriment to the local government or any other person. Penalty: \$10 000 or imprisonment for 2 years.

### **Local Government (Rules of Conduct) Regulations 2007**

#### **s6. Use of information**

- (1) In this regulation —
  - closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;
  - non-confidential document means a document that is not a confidential document.
- (2) A person who is a council member must not disclose —
  - (a) information that the council member derived from a confidential document; or
  - (b) information that the council member acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subregulation (2) does not prevent a person who is a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or

- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## **15. NEXT MEETING**

The next Ordinary Meeting of Council is due to be held in the Council Chambers on Friday 28 May 2021 commencing at 10.00 am.

## **16. MEETING CLOSURE**

There being no further business, the President declared the Ordinary meeting closed at .....



# **ATTACHMENTS**

## **ITEM N<sup>o</sup> 11.3.3**

Financial Activity Statement ending 31 March 2021



**SHIRE OF YALGOO**  
**MONTHLY STATEMENTS**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

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**SHIRE OF YALGOO**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

	2020-21 ANNUAL BUDGET	2020-21 JULY - MARCH BUDGET	2020-21 JULY - MARCH ACTUAL
<b>EXPENDITURE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
General Purpose Funding	(188,980)	(132,870)	(132,105)
Governance	(487,317)	(365,488)	(253,078)
Law, Order, Public Safety	(180,371)	(135,278)	(106,957)
Health	(173,408)	(130,056)	(81,760)
Education and Welfare	(22,749)	(17,062)	(4,175)
Housing	(276,383)	(217,371)	(276,181)
Community Amenities	(258,113)	(195,156)	(130,613)
Recreation and Culture	(914,227)	(685,670)	(654,514)
Transport	(2,386,613)	(1,789,960)	(1,453,399)
Economic Services	(1,066,833)	(800,125)	(657,107)
Other Property and Services	(13,271)	(9,953)	(164,666)
	(5,968,265)	(4,478,989)	(3,914,554)
<b>FINANCE COSTS</b>			
Housing	(13,445)	0	(7,231)
Community Amenities	(2,262)	0	(2,262)
	(15,707)	0	(9,493)
<i>Total Expenditure</i>	(5,983,972)	(4,478,989)	(3,924,047)
<b>REVENUE</b>			
General Purpose Funding	3,821,531	4,230,241	3,775,935
Governance	0	0	0
Law, Order, Public Safety	24,200	24,200	20,426
Health	15,875	15,875	168
Education and Welfare	0	0	0
Housing	17,500	13,125	11,200
Community Amenities	14,250	14,250	16,976
Recreation and Culture	304,700	303,525	7,740
Transport	243,224	823,224	0
Economic Services	246,810	214,985	139,739
Other Property & Services	38,250	36,438	8,910
	4,726,340	5,675,863	3,981,094
<b>PROFIT (LOSS) ON DISPOSAL OF ASSETS</b>			
Plant and Equipment	15,457	15,457	204,000
Land and Buildings	0	0	0
<i>Gain (Loss) on Disposal</i>	15,457	15,457	204,000
<b>NON - OPERATING GRANTS,SUBS,CONTRIB</b>			
General Purpose Funding	414,110	0	0
Recreation and Culture	0	0	0
Transport	580,000	0	161,098
Economic Services	0	0	0
<i>Total Non - Operating</i>	994,110	0	161,098
<i>Total Revenue</i>	5,735,907	5,691,320	4,346,192
<i>Net Result</i>	<b>(248,065)</b>	<b>1,212,331</b>	<b>422,146</b>
<i>Total Comprehensive Income</i>	<b>(248,065)</b>	<b>1,212,331</b>	<b>422,146</b>

**SHIRE OF YALGOO**  
**FINANCIAL ACTIVITY STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

	2020-21 JULY- MARCH BUDGET	2020-21 JULY- MARCH ACTUAL	2020-21 ANNUAL BUDGET	2020-21 VARIANCE		2020-21 VARIANCE	COMMENTS
				FAVOURABLE	UNFAVOURABLE		
<b>OPERATING REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	
General Purpose Funding	4,230,241	3,775,935	4,235,641		(454,306)	-10.74%	LRCl grants not yet received
Governance	0	0	0				
Law, Order Public Safety	24,200	20,426	24,200		(3,774)	-15.60%	Minor variance
Health	15,875	168	15,875		(15,707)	-98.94%	Garden and building mtce for nursing post not yet invoiced
Education and Welfare	0	0	0				
Housing	13,125	11,200	17,500		(1,925)	-14.67%	Minor variance
Community Amenities	14,250	16,976	14,250	2,726		19.13%	Minor variance
Recreation and Culture	303,525	7,740	304,700		(295,785)	-97.45%	No grant application yet made for Yalgoo hall renovations
Transport	823,224	161,098	823,224		(662,126)	-80.43%	RRGP and R2R grants not yet received and road agreement charges not yet raised
Economic Services	214,985	139,739	246,810		(75,246)	-35.00%	Additional revenue caravan park HCP contributions not yet invoiced
Other Property and Services	36,438	8,910	38,250		(27,528)	-75.55%	Fuel credits not yet posted
	<b>\$5,675,863</b>	<b>\$4,142,192</b>	<b>\$5,720,450</b>	<b>\$2,726</b>	<b>(\$1,536,397)</b>		
<b>LESS OPERATING EXPENDITURE</b>							
General Purpose Funding	(132,870)	(132,105)	(188,980)	764		0.58%	Minor variance
Governance	(365,488)	(253,078)	(487,317)	112,410		30.76%	Consultancy fees for studies and integrated planning not yet incurred, less admin allocation and elected members expenses
Law, Order, Public Safety	(135,278)	(106,957)	(180,371)	28,321		20.94%	CESM contributions not yet invoiced, less admin allocation and animal control expenditure
Health	(130,056)	(81,760)	(173,408)	48,296		37.13%	Additional nurse expenses not yet incurred and less admin allocation
Education and Welfare	(17,062)	(4,175)	(22,749)	12,887		75.53%	Local action group expenditure not yet incurred
Housing	(217,371)	(283,412)	(289,828)		(66,040)	-30.38%	Additional repairs and mtce staff housing
Community Amenities	(195,156)	(132,875)	(260,375)	62,282		31.91%	Less household refuse collection , yalgoo refuse site mtce,public conveniences expenses and additional community bus expenses
Recreation and Culture	(685,670)	(654,514)	(914,227)	31,157		4.54%	Less yalgoo hall costs,paynes find complex, art centre mtce and celebration expenses and additional community oval and pavilion and old railway station grounds mtce expenditure
Transport	(1,789,960)	(1,453,399)	(2,386,613)	336,561		18.80%	Additional road inspections and flood damage expend. Less expenditure on rural roads and town streets
Economic Services	(800,125)	(657,107)	(1,066,833)	143,018		17.87%	Additional caravan park operations and HCP expend.and less expenditure on emu cup event and banners on the terrace and contributions to MRVC for vermin fence construction

**SHIRE OF YALGOO**  
**FINANCIAL ACTIVITY STATEMENT**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

	2020-21 JULY- MARCH BUDGET	2020-21 JULY- MARCH ACTUAL	2020-21 ANNUAL BUDGET	2020-21 VARIANCE		2020-21 VARIANCE	COMMENTS
				FAVOURABLE	UNFAVOURABLE		
Other Property & Services	(9,953)	(164,666)	(13,271)		(154,713)	-1554.39%	under allocation to works of PWO and POC
	<b>(\$4,478,989)</b>	<b>(\$3,924,047)</b>	<b>(\$5,983,972)</b>	<b>\$775,695</b>	<b>(\$220,753)</b>		
<i>Increase(Decrease)</i>	<b>\$1,196,874</b>	<b>\$218,145</b>	<b>(\$263,522)</b>	<b>\$778,421</b>	<b>(\$1,757,149)</b>		
<b>ADD</b>							
Movement in current portion of loan borrowings	0	0	0				
Movement in Non - Current Provisions	0	0	0				
Movement in Accrued Salary and Wages	0	0	0				
Movement in Accrued Interest on Debentures	0	0	0				
Profit/ Loss on the disposal of assets	15,457	204,000	15,457	188,543		1219.79%	Profit /loss for trade ins not yet determined this figure represents proceeds received
Depreciation Written Back	936,967	936,967	1,249,289				
Book Value of Assets Sold Written Back	227,043	0	227,043		(227,043)	-100.00%	WDV for plant traded in not yet posted
	<b>\$1,179,467</b>	<b>\$1,140,967</b>	<b>\$1,491,789</b>	<b>\$188,543</b>	<b>(\$227,043)</b>		
<i>Sub Total</i>	<b>\$2,376,341</b>	<b>\$1,359,113</b>	<b>\$1,228,267</b>	<b>\$966,964</b>	<b>(\$1,984,192)</b>		
<b>LESS CAPITAL PROGRAMME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>%</b>	
Purchase Tools	0	0	0				
Purchase Land & Buildings	(300,000)	(142,677)	(1,457,157)	157,323		52.44%	Refer to capital works programme report attached
Infrastructure Assets - Roads	(999,110)	(78,938)	(999,110)	920,172		92.10%	Refer to capital works programme report attached
Infrastructure Assets - Recreation Facilities	(29,256)	(28,127)	(29,256)	1,129		3.86%	Refer to capital works programme report attached
Infrastructure Assets - Other	(50,000)	(18,062)	(113,656)	31,938		63.88%	Refer to capital works programme report attached
Purchase Plant and Equipment	(875,300)	(822,210)	(881,300)	53,090		6.07%	Refer to capital works programme report attached
Purchase Furniture and Equipment	(54,600)	(93,690)	(251,600)		(39,090)	-71.59%	Refer to capital works programme report attached
Repayment of Debt - Loan Principal	(50,326)	(54,204)	(100,652)		(3,877)	-7.70%	Loan 54 paid earlier then anticipated
Transfer to Reserves	0	(140,098)	(471,496)		(140,098)	-100.00%	Transfer to reserves earlier then anticipated
	<b>(\$2,358,592)</b>	<b>(\$1,378,005)</b>	<b>(\$4,304,227)</b>	<b>\$1,163,652</b>	<b>(\$183,065)</b>		
<b>ABNORMAL ITEMS</b>							
		(2)			(2)		
	<b>(\$2,358,592)</b>	<b>(\$1,378,007)</b>	<b>(\$4,304,227)</b>	<b>\$1,163,652</b>	<b>(\$183,067)</b>		
<i>Sub Total</i>	<b>\$17,748</b>	<b>(\$18,894)</b>	<b>(\$3,075,961)</b>	<b>\$2,130,616</b>	<b>(\$2,167,259)</b>		
<b>LESS FUNDING FROM</b>							
Reserves	0	0	0				
Loans Raised	0	0	0				
Opening Funds	3,075,961	3,075,961	3,075,961				
Closing Funds	0	0	0				
	<b>\$3,075,961</b>	<b>\$3,075,961</b>	<b>\$3,075,961</b>	<b>\$0</b>	<b>\$0</b>		
<b>NET SURPLUS (DEFICIT)</b>	<b>\$3,093,709</b>	<b>\$3,057,067</b>	<b>\$0</b>	<b>\$2,130,616</b>	<b>(\$2,167,259)</b>		

(\$36,643)

(\$36,643)

**SHIRE OF YALGOO**

**SUMMARY OF CURRENT ASSETS AND LIABILITIES**

**FOR THE PERIOD ENDED 31 MARCH 2021**

<b>CURRENT ASSET</b>		<b>ACTUAL</b>
		<b>\$</b>
Cash at Bank		
- Cash Advance		200.00
- Cash at Bank		1,921,155.21
- Investments Unrestricted		0.00
- Investments Reserves		1,776,144.77
Sundry Debtors General		793,125.67
Stock on Hand		7,053.00
Other Assets		0.00
		<b>4,497,678.65</b>
<b>LESS CURRENT LIABILITIES</b>		<b>ACTUAL</b>
Sundry Creditors		(324,166.94)
Interest Bearing Loans and Borrowings		46,447.54
Provisions for Annual and Long Service Leave		192,052.00
		<b>(85,667.40)</b>
<b>Adjustments</b>		
Less Cash Backed Reserves		1,776,144.77
Plus Interest Bearing Loans and Borrowings		46,447.54
Plus Provision for Annual and Long Service Leave		192,052.00
Plus Accrued Salaries and Wages		10,386.00
Plus Interest on Debentures		980.83
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>		<b>\$ 3,057,067.65</b>



**SHIRE OF YALGOO**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2021**

This section analyses the movements in assets, liabilities and equity between 2019/20 and 2020/21.

	Actual 2019-20 \$	Actual 2020-21 \$	Variance \$
<b>Current assets</b>			
Cash and cash equivalents	3,797,857	3,697,500	-100,357
Trade and other receivables	1,876,888	793,126	-1,083,762
Inventories	0	7,053	7,053
Other assets	0	0	0
<b>Total current assets</b>	<b>5,674,745</b>	<b>4,497,679</b>	<b>-1,177,066</b>
<b>Non-current assets</b>			
Other Financial Assets	17,517	17,517	0
Property, plant and equipment	10,938,865	10,400,619	-538,246
Infrastructure	74,717,076	75,502,059	784,983
<b>Total non-current assets</b>	<b>85,673,458</b>	<b>85,920,195</b>	<b>246,737</b>
<b>Total assets</b>	<b>91,348,203</b>	<b>90,417,874</b>	<b>-930,329</b>
<b>Current liabilities</b>			
Trade and other payables	974,104	-324,167	1,298,271
Interest-bearing loans and borrowings	100,652	46,448	54,204
Provisions	192,052	192,052	0
<b>Total current liabilities</b>	<b>1,266,808</b>	<b>-85,667</b>	<b>1352475</b>
<b>Non-current liabilities</b>			
Interest-bearing loans and borrowings	260,228	260,228	0
Provisions	56,252	56,252	0
<b>Total non-current liabilities</b>	<b>316,480</b>	<b>316,480</b>	<b>0</b>
<b>Total liabilities</b>	<b>1,583,288</b>	<b>230,813</b>	<b>1,352,475</b>
<b>Net assets</b>	<b>89,764,915</b>	<b>90,187,061</b>	<b>422,146</b>
<b>Equity</b>			
Accumulated surplus	32,915,836	32,775,739	-140,097
Change in net assets resulting from operations	0	422,146	422,146
Asset revaluation reserve	55,213,031	55,213,031	0
Other reserves	1,636,048	1,776,145	140,097
<b>Total equity</b>	<b>89,764,915</b>	<b>90,187,061</b>	<b>422,146</b>

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 31 MARCH 2021**

<u>Leave Reserve</u>	0101017056	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
	<b>Opening Balance</b>	49,269.67	49,270	49,269.67
	<b>Plus Transfer from Accumulated Surplus</b>			
	-Other	0.00	0	0.00
	- Interest Received	0.00	482	329.43
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	0	0.00
	<b>CLOSING BALANCE</b>	<b>49,269.67</b>	<b>49,752</b>	<b>49,599.10</b>

Purpose - To be used to fund annual and long service leave requirements.

<u>Plant Reserve</u>	0101017059	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
	<b>Opening Balance</b>	60,972.49	60,972	60,972.49
	<b>Plus Transfer from Accumulated Surplus</b>			
	-Other -	0.00	0	0
	- Interest Received	0.00	596	407.68
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	0	0
	<b>CLOSING BALANCE</b>	<b>60,972.49</b>	<b>61,568</b>	<b>61,380.17</b>

Purpose - To be used for the purchase of major plant.

<u>Building Reserve</u>	0101017060	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
	<b>Opening Balance</b>	162,253.57	162,254	162,253.57
	<b>Plus Transfer from Accumulated Surplus</b>			
	- Interest Received	0.00	1,587	1,084.87
	<b>Less Transfer to Accumulated Surplus</b>			
	-Other	0.00	0	0
	<b>CLOSING BALANCE</b>	<b>162,253.57</b>	<b>163,841</b>	<b>163,338.44</b>

Purpose - To be used for the replacement of council properties including housing and other properties.

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 31 MARCH 2021**

<u>Yalgoo Ninghan Road Reserve</u>	0101017058	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		532,232.78	532,233	532,232.78
Plus Transfer from Accumulated Surplus				
-Other unspent contribution MMG		0.00	317,580	0.00
- Interest Received		0.00	5,205	3,558.63
Less Transfer to Accumulated Surplus				
-Other Recoup of Expenditure Road Mtce MMG		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>532,232.78</b>	<b>855,018</b>	<b>535,791.41</b>

Purpose - To be used to maintain the sealed Yalgoo Ninghan Road.

<u>Sports Complex Reserve</u>	0101017061	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		95,789.59	95,790	95,789.59
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	937	640.47
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>95,789.59</b>	<b>96,727</b>	<b>96,430.06</b>

Purpose - For the development of new recreational facilities.

<u>Housing Maintenance Reserve</u>	0101017050	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		123,246.70	123,247	123,246.70
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	1,205	824.06
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>123,246.70</b>	<b>124,452</b>	<b>124,070.76</b>

Purpose - For the maintenance of staff and other housing owned by the Shire.

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 31 MARCH 2021**

**General Road Reserve      0101017051**

**Opening Balance**  
**Plus Transfer from Accumulated Surplus**  
 -Other  
 - Interest Received  
**Less Transfer to Accumulated Surplus**  
 -Other  
**CLOSING BALANCE**

<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
\$	\$	\$
492.84	493	492.84
0.00	128,720	128,760.39
0.00	5	401.39
0.00	0	0.00
<b>492.84</b>	<b>129,218</b>	<b>129,654.62</b>

Purpose - For the maintenance of grids,etc on roads in the Shire.

**Community Amenities Maintenance Reserve      0101017062**

**Opening Balance**  
**Plus Transfer from Accumulated Surplus**  
 -Other  
 - Interest Received  
**Less Transfer to Accumulated Surplus**  
 -Other  
**CLOSING BALANCE**

<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
\$	\$	\$
271,589.37	271,589	271,589.37
0.00	0	0.00
0.00	2,656	1,815.92
0.00	0	0.00
<b>271,589.37</b>	<b>274,245</b>	<b>273,405.29</b>

Purpose - For the maintenance of community amenities.

**HCP Reserve      0101017063**

**Opening Balance**  
**Plus Transfer from Accumulated Surplus**  
 -Other  
 - Interest Received  
**Less Transfer to Accumulated Surplus**  
 -Other  
**CLOSING BALANCE**

<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
\$	\$	\$
141,758.81	141,759	141,758.81
0.00	0	0.00
0.00	1,386	947.84
0.00	0	0.00
<b>141,758.81</b>	<b>143,145</b>	<b>142,706.65</b>

Purpose - For future community projects operating expenditure.

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 31 MARCH 2021**

<b><u>Yalgoo Morawa Road Reserve</u></b>	<b>0101017064</b>	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		173,607.77	173,608	173,607.77
Plus Transfer from Accumulated Surplus				
-Other Deflector Mine		0.00	9,196	0.00
- Interest Received		0.00	1,698	1,160.77
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>173,607.77</b>	<b>184,502</b>	<b>174,768.54</b>

Purpose - To be used to maintain the sealed Yalgoo Morawa Road.

<b><u>Superannuation Back Pay Reserve</u></b>	<b>0101017052</b>	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		24.03	24	24.03
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	0	0.17
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>24.03</b>	<b>24</b>	<b>24.20</b>

Purpose - For the purpose of paying any superannuation and back pay costs.

<b><u>Office Equipment Reserve</u></b>	<b>0101017053</b>	<b>O/BALANCE 01-07-20</b>	<b>BUDGET 2020-21</b>	<b>ACTUALS 2020-21 YTD</b>
		\$	\$	\$
Opening Balance		3,623.16	3,623	3,623.16
Plus Transfer from Accumulated Surplus				
-Other		0.00	0	0.00
- Interest Received		0.00	35	24.22
Less Transfer to Accumulated Surplus				
-Other		0.00	0	0.00
<b>CLOSING BALANCE</b>		<b>3,623.16</b>	<b>3,658</b>	<b>3,647.38</b>

Purpose - For the purpose of purchase of new office equipment and tht maintenance of existing equipment.

**SHIRE OF YALGOO  
RESERVE FUNDS  
FOR THE PERIOD ENDING 31 MARCH 2021**

<b><u>Natural Disaster Triggerpoint Reserve</u></b>		<b>0101017054</b>	<b>O/BALANCE</b>	<b>BUDGET</b>	<b>ACTUALS</b>
			<b>01-07-20</b>	<b>2020-21</b>	<b>2020-21 YTD</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>		12,806.78	12,807	12,806.78
	<b>Plus Transfer from Accumulated Surplus</b>				
	-Other		0.00	0	0.00
	- Interest Received		0.00	126	85.62
	<b>Less Transfer to Accumulated Surplus</b>				
	-Other		0.00	0	0.00
	<b>CLOSING BALANCE</b>		<b>12,806.78</b>	<b>12,933</b>	<b>12,892.40</b>

Purpose - To be used to fund the Shire mandatory contribution when the Shire receives funding for reparation after natural disaster events.

<b><u>Emergency Road Repairs Reserve</u></b>		<b>0101017055</b>	<b>O/BALANCE</b>	<b>BUDGET</b>	<b>ACTUALS</b>
			<b>01-07-20</b>	<b>2020-21</b>	<b>2020-21 YTD</b>
			<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Opening Balance</b>		8,379.60	8,380	8,379.60
	<b>Plus Transfer from Accumulated Surplus</b>				
	-Other		0.00	0	0.00
	- Interest Received		0.00	83	56.03
	<b>Less Transfer to Accumulated Surplus</b>				
	-Other		0.00	0	0.00
	<b>CLOSING BALANCE</b>		<b>8,379.60</b>	<b>8,463</b>	<b>8,435.63</b>

Purpose - To be used to fund emergency repairs to roads that are damaged by unfunded events (storm damages,vehicular,etc).

<b><u>Total</u></b>	<b>1,636,047.16</b>	<b>2,107,544</b>	<b>1,776,144.65</b>
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**SHIRE OF YALGOO  
LOAN SCHEDULE  
AS AT 31 MARCH 2021**

Program	Loan No.	Principal 01.07.2020	Loans Raised		Interest		Loan Repayment		Principal 31.06.2021 Budget	Principal 28-02-21 Actual
			Budget 2020-21	Actual 2020-21	Budget 2020-21	Actual 2020-21	Budget 2020-21	Actual 2020-21		
		\$	\$	\$	\$	\$	\$	\$	\$	\$
STAFF HOUSING	53	67,264	0	0	4115	2200	17676	8,693	49,588	58,571
STAFF HOUSING	55	93,560	0	0	5,610	2,971	21,212	10,438	72,348	83,122
STAFF HOUSING	56	161,416	0	0	3,720	2,060	52,983	26,292	108,433	135,124
PUBLIC TOILETS	54	38,641	0	0	2,262	2,262	8,781	8,781	29,860	29,860
		<b>360,881</b>	<b>0</b>	<b>0</b>	<b>15,707</b>	<b>9,493</b>	<b>100,652</b>	<b>54,204</b>	<b>260,229</b>	<b>306,677</b>
PLUS Change in Net Accrual						-				
<b>TOTAL</b>		<b>360,881</b>	<b>0</b>	<b>0</b>	<b>15,707</b>	<b>9,493</b>	<b>100,652</b>	<b>54,204</b>	<b>260,229</b>	<b>306,677</b>

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
<b>Proceeds Sale of Assets</b>						
	(\$204,000)					
1201011995 -Profit on Sale of Assets		\$0	\$0	\$0	\$0	\$0
1405011995 · Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
1404011995 · Profit on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
000000 CONTRA	\$204,000	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Prime Mover	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Back Hoe	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Cab Dual Truck	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Toro Mower	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Works Parks YA827	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle YA800	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle EMC YA805	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Fortunner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle CEO	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Community Bus	\$0	\$0	(\$10,000)	\$0	(\$10,000)	\$0
00000 Proceeds Sale of Assets - Grader	(\$115,000)	\$0	(\$115,000)	\$0	(\$115,000)	\$0
00000 Proceeds Sale of Assets - Trailer Tandum Axle	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets -Bomag BW24R	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Motor Vehicle Works Foreman Ute YA899	(\$56,364)	\$0	(\$45,000)	\$0	(\$45,000)	\$0
00000 Proceeds Sale of Assets - Truck Works	(\$32,636)	\$0	(\$25,000)	\$0	(\$25,000)	\$0
00000 Proceeds Sale of Assets - Truck Parks YA329	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Insurance Claim - YA827 note purchased 2015-16	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Ride on Mower	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets - Trailer Side Tipper	\$0	\$0	(\$45,000)	\$0	(\$45,000)	\$0
00000 Proceeds Sale of Assets - Toad Sweeper	\$0	\$0	(\$2,500)	\$0	(\$2,500)	\$0
00000 Proceeds Sale of Assets - Volvo FH16 credit refunded by Westrac prior years	\$0	\$0	\$0	\$0	\$0	\$0
00000 Proceeds Sale of Assets -Sundry Equipment - Councillors Ipad	\$0	\$0	\$0	\$0	\$0	\$0
	(\$204,000)	\$0	(\$242,500)	\$0	(\$242,500)	\$0
<b>Written Down Value</b>						
00000 Written Down Value - Prime Mover	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Backhoe	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Truck Works Dual Cab	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Motor Vehicle Works YA827	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Motor Vehicle Centrecare YA800	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Motor Vehicle EMC YA805	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Fortunner	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Motor Vehicle CEO	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Toro Mower	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Grader	\$0	\$0	\$0	\$126,000	\$0	\$126,000
00000 Written Down Value -Community Bus	\$0	\$0	\$0	\$9,000	\$0	\$9,000
00000 Written Down Value - Trailer	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Bomag BW24R	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Works Foreman ute YA899	\$0	\$0	\$0	\$61,376	\$0	\$61,376
00000 Written Down Value - Truck Parks YA329	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Truck Tipper	\$0	\$0	\$0	\$30,667	\$0	\$30,667
00000 Written Down Value - Concrete Truck	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Batching Plant and Agitator on Trailer	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - Boomlift	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value -Ride on Mower	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - YA827 note purchased 2015-16	\$0	\$0	\$0	\$0	\$0	\$0
00000 Written Down Value - 17 Shamrock Street	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	(\$204,000)	\$0	(\$242,500)	\$227,043	(\$242,500)	\$227,043
<b>Total - GAIN/LOSS ON DISPOSAL OF ASSET</b>	(\$204,000)	\$0	(\$242,500)	\$227,043	(\$242,500)	\$227,043
<b>ABNORMAL ITEMS</b>						
00000 Years Doubtful Debts Provision	\$0	\$0	\$0	\$0	\$0	\$0
00000 Bad Debts Written Off	\$0	\$0	\$0	\$0	\$0	\$0
00000 Prior Years Asset Adjustment -	\$0	\$0	\$0	\$0	\$0	\$0
00000 Prior Years Payment Written Back	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub Total - ABNORMAL ITEMS</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - ABNORMAL ITEMS</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total - OPERATING STATEMENT</b>	(\$204,000)	\$0	(\$242,500)	\$227,043	(\$242,500)	\$227,043
<b>GENERAL PURPOSE FUNDING</b>						
<b>RATES</b>						



Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
0000000000 · Early Payment Incentive	\$0	\$0	\$0	\$1,000	\$0	\$1,000
0000000000 · Title Searches	\$0	\$0	\$0	\$32	\$0	\$200
0301052645 · Valuation Expenses	\$0	\$12,288	\$0	\$1,280	\$0	\$8,000
0301902540· Debt Collection Costs	\$0	\$0	\$0	\$640	\$0	\$4,000
0000000000 · Rates Computer Services	\$0	\$0	\$0	\$0	\$0	\$0
0301052612 · Refunds	\$0	\$10,983	\$0	\$480	\$0	\$3,000
0000000000 · Other Expenses	\$0	\$290	\$0	\$40	\$0	\$250
0301922505 · Admin Allocation - Rates	\$0	\$70,908	\$0	\$79,629	\$0	\$106,172
0302052505 · Admin Allocation - Other GPF	\$0	\$37,636	\$0	\$49,769	\$0	\$66,358
Sub Total - GENERAL RATES OP/EXP	\$0	\$132,105	\$0	\$132,870	\$0	\$188,980
OPERATING INCOME						
0301051740· GRV- Townsites Improved	(\$21,066)	\$0	(\$19,924)	\$0	(\$19,924)	\$0
0000000000- GRV- Mining Infrastructure	\$0	\$0	(\$745,833)	\$0	(\$745,833)	\$0
0301151720 · UV - Pastoral Rates	(\$69,667)	\$0	(\$65,607)	\$0	(\$65,607)	\$0
0301201710 · UV - Mining Leases	(\$2,394,889)	\$0	(\$1,642,519)	\$0	(\$1,642,519)	\$0
0301251700 · UV - Prospecting	(\$149,658)	\$0	(\$133,846)	\$0	(\$133,846)	\$0
0301451740· GRV - Minimum (Improved)	\$0	\$0	(\$1,450)	\$0	(\$1,450)	\$0
0301101745 · GRV - Minimum (Vacant)	(\$2,900)	\$0	(\$2,900)	\$0	(\$2,900)	\$0
0310551720 · UV - Minimum (Pastoral)	\$0	\$0	(\$3,770)	\$0	(\$3,770)	\$0
0310601710 · UV - Minimum (Mining)	\$0	\$0	(\$13,920)	\$0	(\$13,920)	\$0
0000000000 · UV - Minimum (Prospecting)	\$0	\$0	(\$22,040)	\$0	(\$22,040)	\$0
0000000000 · UV Interim (Exploration)	\$0	\$0	(\$1,875)	\$0	(\$2,500)	\$0
0301752615 · Rates Written Off & Provision for Doubtful Debts Written Back	\$0	\$0	\$0	\$0	\$0	\$0
0301801125 · Legal Expenses Recovered	\$0	\$0	\$0	\$0	\$0	\$0
0301401780 · Non Payment Penalty	(\$13)	\$0	\$0	\$0	\$0	\$0
0000000000 · FESA Interest	\$0	\$0	\$0	\$0	\$0	\$0
0301951005 · Account Enquiries	\$0	\$0	(\$75)	\$0	(\$100)	\$0
0301301770 · Cost of Instalment Option Interest	\$0	\$0	\$0	\$0	\$0	\$0
0301351775 · Cost of Instalment Option Admin Fees	(\$184)	\$0	\$0	\$0	\$0	\$0
Sub Total - GENERAL RATES OP/INC	(\$2,638,377)	\$0	(\$2,653,759)	\$0	(\$2,654,409)	\$0
Total - GENERAL RATES	(\$2,638,377)	\$132,105	(\$2,653,759)	\$132,870	(\$2,654,409)	\$188,980
OTHER GENERAL PURPOSE FUNDING						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
0303051525 · Grants Commission	(\$913,458)	\$0	(\$869,551)	\$0	(\$869,551)	\$0
0303051525 · Local Road Grants	(\$212,655)	\$0	(\$278,571)	\$0	(\$278,571)	\$0
0000000000- Grants - Local Roads and Community Infrastructure Program (LRCI)	\$0	\$0	(\$414,110)	\$0	(\$414,110)	\$0
0303051315 · Interest on Invest - Muni	(\$108)	\$0	(\$2,250)	\$0	(\$3,000)	\$0
0303051315 · Interest on Invest - Reserves	(\$11,337)	\$0	(\$12,000)	\$0	(\$16,000)	\$0
0303051315 · Interest on Invest-Other Funds	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	(\$1,137,558)	\$0	(\$1,576,482)	\$0	(\$1,581,232)	\$0
Total - OTHER GENERAL PURPOSE FUNDING	(\$1,137,558)	\$0	(\$1,576,482)	\$0	(\$1,581,232)	\$0
Total - GENERAL PURPOSE FUNDING	(\$3,775,935)	\$132,105	(\$4,230,241)	\$132,870	(\$4,235,641)	\$188,980
GOVERNANCE						
MEMBERS OF COUNCIL						
OPERATING EXPENDITURE						
0401012725 · Members Subscriptions	\$0	\$0	\$0	\$1,500	\$0	\$2,000
0401012716 · Presidents allowance	\$0	\$8,055	\$0	\$9,000	\$0	\$12,000
0401012717 · Deputy Presidents allowance	\$0	\$2,250	\$0	\$2,250	\$0	\$3,000
0401012715 · Members Meeting Fees	\$0	\$17,324	\$0	\$22,500	\$0	\$30,000
0401012718 · Members Travelling	\$0	\$4,902	\$0	\$5,625	\$0	\$7,500

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
0401012719 · Member Communication Allowance	\$0	\$15,459	\$0	\$15,750	\$0	\$21,000
0401012060 · Conference Expenses	\$0	\$1,007	\$0	\$11,250	\$0	\$15,000
0401012120 · Training Expenses	\$0	\$1,310	\$0	\$4,500	\$0	\$6,000
0401012721 · Refreshments & Receptions	\$0	\$4,055	\$0	\$4,500	\$0	\$6,000
0401012722 · Election Expenses	\$0	\$0	\$0	\$0	\$0	\$0
0401012723 · Council Chambers Maintenance	\$0	\$0	\$0	\$1,500	\$0	\$2,000
0401012300· Members Insurance	\$0	\$1,175	\$0	\$900	\$0	\$1,200
0401012705 · Members Donations	\$0	\$2,535	\$0	\$2,775	\$0	\$3,700
0401052720 · Murchison Zone WALGA Exps	\$0	\$2,725	\$0	\$1,875	\$0	\$2,500
0401012720 · Members Expenses Other	\$0	\$9,674	\$0	\$7,500	\$0	\$10,000
0401012695 · Consultancy -Planning - Integrated,Policies ,Local Laws,Reg 17 & 5A	\$0	\$0	\$0	\$52,500	\$0	\$70,000
0401012695 · Consultancy CEO Recruitment	\$0	\$13,750	\$0	\$15,000	\$0	\$20,000
0401252695 · Planning - Business Cases - Grant Applications	\$0	\$0	\$0	\$5,625	\$0	\$7,500
0401012505 · Admin Allocation - Members	\$0	\$166,992	\$0	\$199,073	\$0	\$265,431
0401012980 · Depn - Membership	\$0	\$1,865	\$0	\$1,865	\$0	\$2,486
Sub Total - MEMBERS OF COUNCIL OP/EXP	\$0	\$253,078	\$0	\$365,488	\$0	\$487,317
OPERATING INCOME						
0402011620 · Community Event funding	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - MEMBERS OF COUNCIL	\$0	\$253,078	\$0	\$365,488	\$0	\$487,317
GOVERNANCE - GENERAL						
OPERATING EXPENDITURE						
Sub Total - GOVERNANCE - GENERAL OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - GOVERNANCE - GENERAL OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE - GENERAL	\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE	\$0	\$253,078	\$0	\$365,488	\$0	\$487,317
LAW ORDER & PUBLIC SAFETY						
FIRE PREVENTION						
OPERATING EXPENDITURE						
050101 · Fire Prevention Expenses	\$0	\$8,973	\$0	\$3,750	\$0	\$5,000
050110 · Fire Vehicles Expenses	\$0	\$6,745	\$0	\$10,500	\$0	\$14,000
0501102300 · Fire Insurance	\$0	\$0	\$0	\$1,163	\$0	\$1,550
050115 · Fire Shed Expenses	\$0	\$1,785	\$0	\$1,125	\$0	\$1,500
050125 · Emergency Management (CESM)	\$0	\$0	\$0	\$12,000	\$0	\$16,000
0000000000 · Feasibility Study Regional Emergency Facility	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 · Emergency Management Training Facility Amalgamation of Council Land	\$0	\$0	\$0	\$0	\$0	\$0
0501012505 · Admin Allocation - Fire Control	\$0	\$16,699	\$0	\$19,907	\$0	\$26,543
0501012980 · Depn - Fire Control	\$0	\$28,055	\$0	\$28,055	\$0	\$37,407
Sub Total - FIRE PREVENTION OP/EXP	\$0	\$62,257	\$0	\$76,500	\$0	\$102,000
OPERATING INCOME						
0501011515 · Fire Service Grants	(\$16,337)	\$0	(\$20,000)	\$0	(\$20,000)	\$0
0501251095 · FESA Admin Commission	(\$4,000)	\$0	(\$4,000)	\$0	(\$4,000)	\$0
Sub Total - FIRE PREVENTION OP/INC	(\$20,337)	\$0	(\$24,000)	\$0	(\$24,000)	\$0
Total - FIRE PREVENTION	(\$20,337)	\$62,257	(\$24,000)	\$76,500	(\$24,000)	\$102,000
ANIMAL CONTROL						

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING EXPENDITURE						
050205 - Animal Control Expenses	\$0	\$2,266	\$0	\$3,534	\$0	\$4,712
0502012505 - Other Animal Control Expenses	\$0	\$0	\$0	\$0	\$0	\$0
0502052695 - Animal Ranger Expenses	\$0	\$16,763	\$0	\$18,000	\$0	\$24,000
0502152695 - Animal Sterilisation Program	\$0	\$0	\$0	\$3,000	\$0	\$4,000
0502012505 - Admin Allocation - Animal Contr	\$0	\$16,699	\$0	\$19,907	\$0	\$26,543
0502012980 - Depn. Animal Control	\$0	\$484	\$0	\$484	\$0	\$645
Sub Total - ANIMAL CONTROL OP/EXP	\$0	\$36,212	\$0	\$44,925	\$0	\$59,900
OPERATING INCOME						
0502011305 - Fines & Penalties	\$0	\$0	\$0	\$0	\$0	\$0
0502011115 - Impounding Fees	\$0	\$0	\$0	\$0	\$0	\$0
0000000000- Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0
0502011080 - Dog Registrations	(\$89)	\$0	(\$200)	\$0	(\$200)	\$0
Sub Total - ANIMAL CONTROL OP/INC	(\$89)	\$0	(\$200)	\$0	(\$200)	\$0
Total - ANIMAL CONTROL	(\$89)	\$36,212	(\$200)	\$44,925	(\$200)	\$59,900
OTHER LAW ORDER & PUBLIC SAFETY						
OPERATING EXPENDITURE						
050305 - Community Safety	\$0	\$139	\$0	\$150	\$0	\$200
0503102695 - MWIRSA LG Road Safety Contribution	\$0	\$0	\$0	\$3,750	\$0	\$5,000
0503012505 - Admin Allocation - Other Law	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP	\$0	\$8,488	\$0	\$13,853	\$0	\$18,471
OPERATING INCOME						
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY	\$0	\$8,488	\$0	\$13,853	\$0	\$18,471
Total - LAW ORDER & PUBLIC SAFETY	(\$20,426)	\$106,957	(\$24,200)	\$135,278	(\$24,200)	\$180,371
HEALTH						
HEALTH ADMINISTRATION & INSPECTION						
OPERATING EXPENDITURE						
070405 - EHO Consulting	\$0	\$12,426	\$0	\$12,000	\$0	\$16,000
0704102650- Water Sampling Expenses	\$0	\$0	\$0	\$750	\$0	\$1,000
0704052720 - Other Health Admin Expenses	\$0	\$0	\$0	\$225	\$0	\$300
0704012505 - Admin Allocation - Other Health	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
0704012980 - Depn. - Health Admin. & Inspect	\$0	\$3,982	\$0	\$3,982	\$0	\$5,309
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	\$0	\$24,757	\$0	\$26,910	\$0	\$35,880
OPERATING INCOME						
0704011105 - Health Inspection Fees	(\$50)	\$0	\$0	\$0	\$0	\$0
0704011190- Septic Tank Fee	(\$118)	\$0	(\$150)	\$0	(\$150)	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC	(\$168)	\$0	(\$150)	\$0	(\$150)	\$0
Total - HEALTH ADMIN & INSPECTION	(\$168)	\$24,757	(\$150)	\$26,910	(\$150)	\$35,880
MATERNAL AND INFANT HEALTH						
OPERATING EXPENDITURE						
Sub Total - MATERNAL AND INFANT HEALTH	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERNAL AND INFANT HEALTH	\$0	\$0	\$0	\$0	\$0	\$0



Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
PREVENTIVE SERVICE						
OPERATING EXPENDITURE						
070505 - Mosquito Control	\$0	\$169	\$0	\$3,750	\$0	\$5,000
0705012505 - Admin Allocated - Prev Services	\$0	\$4,175	\$0	\$4,977	\$0	\$6,636
0705012980 - Depn - Prev Services	\$0	\$21,468	\$0	\$21,468	\$0	\$28,624
Sub Total - PREVENTIVE SRVS - OP/EXP	\$0	\$25,812	\$0	\$30,195	\$0	\$40,260
Total - PREVENTIVE SERVICES	\$0	\$25,812	\$0	\$30,195	\$0	\$40,260
PREVENTIVE SERVICE - OTHER						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PREVENTIVE SRVS - OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - PREVENTIVE SERVICES - OTHER	\$0	\$0	\$0	\$0	\$0	\$0
OTHER HEALTH						
OPERATING EXPENDITURE						
070705 - Health Centre Maintenance	\$0	\$13,548	\$0	\$11,794	\$0	\$15,725
070710 - Analytical Expenses	\$0	\$180	\$0	\$375	\$0	\$500
070715 - Ambulance Services	\$0	\$764	\$0	\$3,000	\$0	\$4,000
070725 - Dental Services	\$0	\$0	\$0	\$375	\$0	\$500
0707012505 - Other Health Admin Allocation	\$0	\$16,699	\$0	\$19,907	\$0	\$26,543
0707012980 - Depn - Other Health	\$0	\$0	\$0	\$0	\$0	\$0
000000-Additional Nurse Expenses	\$0	\$0		\$37,500	\$0	\$50,000
Sub Total - OTHER HEALTH OP/EXP	\$0	\$31,191	\$0	\$72,951	\$0	\$97,268
OPERATING INCOME						
0707011472 - Reimbursements WACHS	\$0	\$0	(\$15,725)	\$0	(\$15,725)	\$0
Sub Total - OTHER HEALTH OP/INC	\$0	\$0	(\$15,725)	\$0	(\$15,725)	\$0
Total - OTHER HEALTH	\$0	\$31,191	(\$15,725)	\$72,951	(\$15,725)	\$97,268
Total - HEALTH	(\$168)	\$81,760	(\$15,875)	\$130,056	(\$15,875)	\$173,408
EDUCATION & WELFARE						
EDUCATION						
OPERATING EXPENDITURE						
0000000000 - Education Initiative	\$0	\$0	\$0	\$1,875	\$0	\$2,500
0601012505 - Admin Allocation - Other Educat	\$0	\$4,175	\$0	\$4,977	\$0	\$6,636
Sub Total - EDUCATION OP/EXP	\$0	\$4,175	\$0	\$6,852	\$0	\$9,136
Total - EDUCATION	\$0	\$4,175	\$0	\$6,852	\$0	\$9,136
OTHER EDUCATION						
OPERATING EXPENDITURE						
Sub Total - OTHER EDUCATION OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER EDUCATION	\$0	\$0	\$0	\$0	\$0	\$0
WELFARE						
OPERATING EXPENDITURE						
0601022720 - Youth and Family Programs	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Local Action Group Expenses	\$0	\$0	\$0	\$10,210	\$0	\$13,613
Sub Total - WELFARE OP/EXP	\$0	\$0	\$0	\$10,210	\$0	\$13,613

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Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
OPERATING INCOME						
000000 - Government Grant - Local Drug Action Team	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - WELFARE OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - WELFARE	\$0	\$0	\$0	\$10,210	\$0	\$13,613
AGED & DISABLED OTHER						
OPERATING EXPENDITURE						
Sub Total - AGED & DISABLED OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - AGED & DISABLED OTHER	\$0	\$0	\$0	\$0	\$0	\$0
Total - EDUCATION & WELFARE	\$0	\$4,175	\$0	\$17,062	\$0	\$22,749
HOUSING						
STAFF HOUSING						
OPERATING EXPENDITURE						
090101 - Staff Housing Expenses	\$0	\$0	\$0	\$0	\$0	\$0
0901012300 - Housing Expenses - Insurance	\$0	\$6,098	\$0	\$6,450	\$0	\$8,600
0000000000 - Housing Expenses - Utilities	\$0	\$0	\$0	\$0	\$0	\$0
0901012805 - Housing Expenses - Utilities - Electricity	\$0	\$4,766	\$0	\$4,875	\$0	\$6,500
0901012820 - Housing Expenses - Utilities - Telephone /Internet	\$0	\$32	\$0	\$0	\$0	\$0
0901012825 - Housing Expenses - Utilities - Water	\$0	\$7,431	\$0	\$11,250	\$0	\$15,000
090105- Housing Expenses - R & M( Including painting)	\$0	\$173,783	\$0	\$94,227	\$0	\$125,636
0000000000 - Housing Expenses - Other	\$0	\$0	\$0	\$0	\$0	\$0
0901012425 - Interest Expense Loan 56	\$0	\$2,060	\$0	\$2,790	\$0	\$3,720
0901012410 - Interest Expense Loan 53	\$0	\$2,200	\$0	\$3,086	\$0	\$4,115
0901012420 - Interest Expense Loan 55	\$0	\$2,971	\$0	\$4,207	\$0	\$5,610
0901012505 - Admin Allocation	\$0	\$25,049	\$0	\$29,861	\$0	\$39,815
0901012980 - Depreciation - Staff Housing	\$0	\$24,695	\$0	\$24,695	\$0	\$32,926
Sub Total - STAFF HOUSING OP/EXP	\$0	\$249,085	\$0	\$181,441	\$0	\$241,921
OPERATING INCOME						
0901011195 - Staff Housing Rental	(\$11,200)	\$0	(\$13,125)	\$0	(\$17,500)	\$0
0901011640 - Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Telstra Fund	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Grant - 2 Units 17 Shemrock Street	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - STAFF HOUSING OP/INC	(\$11,200)	\$0	(\$13,125)	\$0	(\$17,500)	\$0
Total - STAFF HOUSING	(\$11,200)	\$249,085	(\$13,125)	\$181,441	(\$17,500)	\$241,921
HOUSING OTHER						
OPERATING EXPENDITURE						
0902012505 - Admin Alloc - Other Housing	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
0902012980 - Depn - Other Housing	\$0	\$25,977	\$0	\$25,977	\$0	\$34,636
Sub Total - HOUSING OTHER OP/EXP	\$0	\$34,326	\$0	\$35,930	\$0	\$47,907
OPERATING INCOME						
0902011620 - Other Housing Rental	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - HOUSING OTHER OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - HOUSING OTHER	\$0	\$34,326	\$0	\$35,930	\$0	\$47,907
Total - HOUSING	(\$11,200)	\$283,412	(\$13,125)	\$217,371	(\$17,500)	\$289,828
COMMUNITY AMENITIES						
SANITATION - HOUSEHOLD REFUSE						
OPERATING EXPENDITURE						

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
100105 - Household Refuse Collection	\$0	\$25,369	\$0	\$30,000	\$0	\$40,000
100110 - Refuse Site Mainten - Yalgoo	\$0	\$5,457	\$0	\$26,834	\$0	\$35,778
100115 - Refuse Site Mainten - Paynes F	\$0	\$0	\$0	\$1,500	\$0	\$2,000
100120 - Commercial Refuse Collection	\$0	\$7,738	\$0	\$9,000	\$0	\$12,000
1001251170 - Replacement bins	\$0	\$0	\$0	\$1,500	\$0	\$2,000
1001012505 - Admin Allocation - Sanitation	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	\$0	\$46,913	\$0	\$78,787	\$0	\$105,049
OPERATING INCOME						
1001051110 - Household Refuse Remove. Charges	(\$9,500)	\$0	(\$9,500)	\$0	(\$9,500)	\$0
1001201040 - Commercial Refuse Remov Charges	(\$3,250)	\$0	(\$3,250)	\$0	(\$3,250)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC	(\$12,750)	\$0	(\$12,750)	\$0	(\$12,750)	\$0
Total - SANITATION HOUSEHOLD REFUSE	(\$12,750)	\$46,913	(\$12,750)	\$78,787	(\$12,750)	\$105,049
SANITATION OTHER						
OPERATING EXPENDITURE						
Sub Total - SANITATION OTHER OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
Sub Total - SANITATION OTHER OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SANITATION OTHER	\$0	\$0	\$0	\$0	\$0	\$0
SEWERAGE						
EFFLUENT DRAINAGE SYSTEM						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SEWERAGE OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SEWERAGE OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SEWERAGE	\$0	\$0	\$0	\$0	\$0	\$0
PROTECTION OF THE ENVIRONMENT						
OPERATING EXPENDITURE						
100205 - Removal Abandoned Vehicles	\$0	\$0	\$0	\$250	\$0	\$500
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	\$0	\$0	\$0	\$250	\$0	\$500
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - PROTECTION OF THE ENVIRONMENT	\$0	\$0	\$0	\$250	\$0	\$500
TOWN PLANNING AND REGIONAL DEVELOPMENT						
OPERATING EXPENDITURE						
1006052525 - TP Scheme Expenses	\$0	\$0	\$0	\$3,750	\$0	\$5,000
1006202525 - EHO Consulting	\$0	\$11,432	\$0	\$9,000	\$0	\$12,000
100625 - Yalgoo Revitalisation Planning - Unspent Grant C/fwd	\$0	\$0	\$0	\$14,906	\$0	\$19,875
1006012505 - Admin Allocation - Town Plannin	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
Sub Total - TOWN PLAN & REG DEV OP/EXP	\$0	\$19,781	\$0	\$37,610	\$0	\$50,146
OPERATING INCOME						
1006011205 - Town Planning Fees	(\$2,064)	\$0	\$0	\$0	\$0	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC	(\$2,064)	\$0	\$0	\$0	\$0	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT	(\$2,064)	\$19,781	\$0	\$37,610	\$0	\$50,146
OTHER COMMUNITY AMENITIES						
OPERATING EXPENDITURE						
100705 - Cemetery Expenses	\$0	\$1,499	\$0	\$2,014	\$0	\$2,685
100710 - Public Conveniences	\$0	\$20,295	\$0	\$34,649	\$0	\$46,198
100715 - Community Bus Expenses	\$0	\$12,059	\$0	\$5,377	\$0	\$7,169
100720 - Vacant Land Development/Mtce	\$0	\$0	\$0	\$1,500	\$0	\$2,000
1007012415 - Interest Expenditure - Loan 54	\$0	\$2,262	\$0	\$1,696	\$0	\$2,262
1007012505 - Admin Allocation - Other Commun	\$0	\$16,698	\$0	\$19,907	\$0	\$26,543
1007012980 - Depn - Other Community Services	\$0	\$13,367	\$0	\$13,367	\$0	\$17,823
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	\$0	\$66,180	\$0	\$78,510	\$0	\$104,680
OPERATING INCOME						
1007051035 - Cemetery Fees	(\$1,200)	\$0	(\$500)	\$0	(\$500)	\$0
1007151055 - Community Bus Hire	(\$962)	\$0	(\$1,000)	\$0	(\$1,000)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC	(\$2,162)	\$0	(\$1,500)	\$0	(\$1,500)	\$0
Total - OTHER COMMUNITY AMENITIES	(\$2,162)	\$66,180	(\$1,500)	\$78,510	(\$1,500)	\$104,680
URBAN STORMWATER DRAINAGE						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
Total - URBAN STORMWATER DRAINAGE	\$0	\$0	\$0	\$0	\$0	\$0
Total - COMMUNITY AMENITIES	(\$16,976)	\$132,875	(\$14,250)	\$195,156	(\$14,250)	\$260,375
RECREATION & CULTURE						
PUBLIC HALL & CIVIC CENTRES						
OPERATING EXPENDITURE						
110105 - Yalgoo Hall Expenses	\$0	\$8,156	\$0	\$18,000	\$0	\$24,000
000000 - Consultancy Fees -Yalgoo Hall Study - Scope of Works	\$0	\$10,315	\$0	\$19,221	\$0	\$25,628
1101012505 - Admin Allocation - Public Halls	\$0	\$41,748	\$0	\$49,769	\$0	\$66,358
1101012980 - Depn - Public Halls	\$0	\$10,651	\$0	\$10,652	\$0	\$14,202
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	\$0	\$70,870	\$0	\$97,641	\$0	\$130,188
OPERATING INCOME						
1101051100 - Hall Hire	(\$365)	\$0	\$0	\$0	\$0	\$0
0000000000 Contribution - Yalgoo Hall Renovations - Lotterywest	\$0	\$0	(\$300,000)	\$0	(\$300,000)	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	(\$365)	\$0	(\$300,000)	\$0	(\$300,000)	\$0
Total - PUBLIC HALL & CIVIC CENTRES	(\$365)	\$70,870	(\$300,000)	\$97,641	(\$300,000)	\$130,188
OTHER RECREATION & SPORT						
OPERATING EXPENDITURE						
110310 - Community Park Gibbon St	\$0	\$11,808	\$0	\$13,333	\$0	\$17,777
110315- Shamrock St Park	\$0	\$44,421	\$0	\$8,401	\$0	\$11,201
110320 - Old Railway Station grounds	\$0	\$84,985	\$0	\$43,940	\$0	\$58,586



Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
110325 - Old Railway Station building	\$0	\$9,178	\$0	\$12,150	\$0	\$16,200
110330 - Paynes Find Complex Expenses	\$0	\$3,729	\$0	\$28,144	\$0	\$37,525
110335 - Tennis Courts	\$0	\$980	\$0	\$1,675	\$0	\$2,233
110340 - Yalgoo Hub - Covered Sports	\$0	\$3,187	\$0	\$6,000	\$0	\$8,000
110376 - Rifle Range	\$0	\$528	\$0	\$1,245	\$0	\$1,660
110350 - Yalgoo Golf Course	\$0	\$322	\$0	\$2,628	\$0	\$3,504
110375 - Men's Shed	\$0	\$1,116	\$0	\$697	\$0	\$929
110370 - Water Park Mtce	\$0	\$14,564	\$0	\$18,305	\$0	\$24,406
110380 - Community Oval and Pavilion	\$0	\$78,590	\$0	\$39,674	\$0	\$52,899
1103012505 - Admin Allocation - Other Recrea	\$0	\$41,747	\$0	\$49,769	\$0	\$66,358
1103012980 - Depn - Other Recreation	\$0	\$131,036	\$0	\$131,036	\$0	\$174,714
Sub Total - OTHER RECREATION & SPORT OP/EXP	\$0	\$426,191	\$0	\$356,994	\$0	\$475,992
OPERATING INCOME						
1103251135 - Old Railway Station Hire	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Core Stadium Hire	(\$68)	\$0	\$0	\$0	\$0	\$0
1103301140 - Paynes Find Complex Hire	(\$136)	\$0	\$0	\$0	\$0	\$0
0000000000 - Grant s - Community/School Oval Development	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Grant - Community Pool Revitalisation	\$0	\$0	\$0	\$0	\$0	\$0
0000000000 - Grant - Community Oval Development - Pavilion Fitout	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC	(\$204)	\$0	\$0	\$0	\$0	\$0
Total - OTHER RECREATION & SPORT	(\$204)	\$426,191	\$0	\$356,994	\$0	\$475,992
TV AND RADIO BROADCASTING						
OPERATING EXPENDITURE						
110405 - Rebroadcasting Licences	\$0	\$41	\$0	\$750	\$0	\$1,000
1104102695 - Rebroadcasting Mats/Contr	\$0	\$1,084	\$0	\$3,000	\$0	\$4,000
110415 - Rebroadcasting Equip Mtce	\$0	\$66	\$0	\$750	\$0	\$1,000
1104012505 - Admin Allocated - TV	\$0	\$4,175	\$0	\$4,977	\$0	\$6,636
Sub Total - TV AND RADIO BROADCASTING OP/EXP	\$0	\$5,366	\$0	\$9,477	\$0	\$12,636
OPERATING INCOME						
1104011640-Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TV AND RADIO BROADCASTING OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - TV AND RADIO BROADCASTING OP/INC	\$0	\$5,366	\$0	\$9,477	\$0	\$12,636
LIBRARIES						
OPERATING EXPENDITURE						
1105052600 - Freight & Post (Books)	\$0	\$600	\$0	\$563	\$0	\$750
1105052720 - Library Other Expenses	\$0	\$118	\$0	\$1,875	\$0	\$2,500
1105052505 - Admin Allocation - Libraries	\$0	\$41,748	\$0	\$49,769	\$0	\$66,358
Sub Total - LIBRARIES OP/EXP	\$0	\$42,466	\$0	\$52,206	\$0	\$69,608
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LIBRARIES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - LIBRARIES	\$0	\$42,466	\$0	\$52,206	\$0	\$69,608
OTHER CULTURE						
OPERATING EXPENDITURE						
110605 - Municipal heritage Inventory	\$0	\$0	\$0	\$375	\$0	\$500
110610 - Celebration	\$0	\$2,897	\$0	\$10,125	\$0	\$13,500
1106012505 - Admin Allocated Other Culture	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
110705 - Museum/Gaol Expenses (Including additional Mtce)	\$0	\$2,509	\$0	\$4,095	\$0	\$5,460
110710 - Chapel Expenses	\$0	\$2,114	\$0	\$3,340	\$0	\$4,453
110740 - Old Anglican Church	\$0	\$498	\$0	\$3,377	\$0	\$4,502
110615 - Art Centre Operations and Projects	\$0	\$75,740	\$0	\$112,169	\$0	\$149,559
1107012505 - Admin Alloc - Other Heritage	\$0	\$12,525	\$0	\$14,931	\$0	\$19,908



Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
1107012980 · Depn Other Heritage	\$0	\$4,988	\$0	\$4,988	\$0	\$6,650
0000000000 · Heritage Signs Replacement	\$0	\$0	\$0	\$3,750	\$0	\$5,000
0000000000 · Heritage Advisory Service	\$0	\$0	\$0	\$2,250	\$0	\$3,000
Sub Total - OTHER CULTURE OP/EXP	\$0	\$109,620	\$0	\$169,352	\$0	\$225,803
OPERATING INCOME						
1107011175 · Sale of History Books	(\$146)	\$0	(\$150)	\$0	(\$200)	\$0
1106151178 · Sales Arts and Cultural Centre	(\$3,528)	\$0	(\$2,625)	\$0	(\$3,500)	\$0
1107051220 · Chapel & Museum Fees	(\$497)	\$0	(\$750)	\$0	(\$1,000)	\$0
0000000000 · Other Revenue	(\$3,000)	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC	(\$7,171)	\$0	(\$3,525)	\$0	(\$4,700)	\$0
Total - OTHER CULTURE	(\$7,171)	\$109,620	(\$3,525)	\$169,352	(\$4,700)	\$225,803
Total - RECREATION AND CULTURE	(\$7,740)	\$654,514	(\$303,525)	\$685,670	(\$304,700)	\$914,227
TRANSPORT						
STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION						
OPERATING EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
1201011435 · RRGP Grants Yalgoo- Ninghan	(\$80,000)	\$0	(\$200,000)	\$0	(\$200,000)	\$0
1201011440· RRGP Grants 2015-16 Yalgoo- Ninghan	\$0	\$0	\$0	\$0	\$0	\$0
1201011560 · MRWA Direct Grants	(\$81,098)	\$0	(\$89,208)	\$0	(\$89,208)	\$0
1201011430 · Roads to Recovery Grants - Yalgoo-Morawa	\$0	\$0	(\$380,000)	\$0	(\$380,000)	\$0
1201011415 · Road Agreements Income - EMR GOLDEN GROVE	\$0	\$0	(\$151,200)	\$0	(\$151,200)	\$0
1201011420· Road Agreements Income - Doray Minerals Deflector Gold Mo-Ya Rd	\$0	\$0	(\$2,816)	\$0	(\$2,816)	\$0
0000000000- Grant DFES - Flood Damage AGRN 903	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC	(\$161,098)	\$0	(\$823,224)	\$0	(\$823,224)	\$0
Total - ST,RDS,BRIDGES,DEPOT - CONST	(\$161,098)	\$0	(\$823,224)	\$0	(\$823,224)	\$0
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE						
OPERATING EXPENDITURE						
120105 · Town Streets Maintenance	\$0	\$64,916	\$0	\$91,856	\$0	\$122,474
120101 · Road Maintenance General	\$0	\$0	\$0	\$0	\$0	\$0
120110 · Footpaths/Crossover Mtce	\$0	\$0	\$0	\$750	\$0	\$1,000
120111 · Lighting of Streets	\$0	\$6,954	\$0	\$6,375	\$0	\$8,500
120113 · Street Trees & Watering	\$0	\$10,296	\$0	\$8,235	\$0	\$10,980
120125- Signs Repairs /Replacement	\$0	\$607	\$0	\$7,500	\$0	\$10,000
120126 - Street Sweeping	\$0	\$0	\$0	\$0	\$0	\$0
120129-Grid Cleaning	\$0	\$0	\$0	\$5,625	\$0	\$7,500
120127 - Vegation/Weed Control	\$0	\$214	\$0	\$6,479	\$0	\$8,639
120130 · Road Inspection After Rain	\$0	\$6,168	\$0	\$1,745	\$0	\$2,327
120150 · Engineering	\$0	\$5,154	\$0	\$11,250	\$0	\$15,000
120155 · Rural Road Maintenance	\$0	\$781,439	\$0	\$1,059,808	\$0	\$1,413,077
120156 · Roman Expenses	\$0	\$6,327	\$0	\$4,745	\$0	\$6,327
1201012505 · Admin Allocation - Roads	\$0	\$41,748	\$0	\$49,769	\$0	\$66,358
1201012980 · Depreciation - Transport Other	\$0	\$466,566	\$0	\$466,565	\$0	\$622,087
120128 · Repair Damged Grids	\$0	\$0	\$0	\$7,500	\$0	\$10,000
000000 · Flood Damage DFES Grant expenditure	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	\$0	\$1,390,389	\$0	\$1,728,202	\$0	\$2,304,269
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - MTCE STREETS ROADS DEPOTS	\$0	\$1,390,389	\$0	\$1,728,202	\$0	\$2,304,269

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
AERODROME						
OPERATING EXPENDITURE						
120205 - Yalgoo Airstrip	\$0	\$17,377	\$0	\$6,000	\$0	\$8,000
120210 - Paynes Find Airstrips	\$0	\$1,979	\$0	\$8,250	\$0	\$11,000
120215 - Emergency Airstrips	\$0	\$0	\$0	\$2,250	\$0	\$3,000
1206012505 - Admin Allocation - Aerodromes	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
1206012980 - Depn - Aerodromes	\$0	\$35,304	\$0	\$35,305	\$0	\$47,073
Sub Total - AERODROME OP/EXP	\$0	\$63,009	\$0	\$61,758	\$0	\$82,344
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - AERODROME OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - AERODROME OP/EXP	\$0	\$63,009	\$0	\$61,758	\$0	\$82,344
Total - TRANSPORT	(\$161,098)	\$1,453,399	(\$823,224)	\$1,789,960	(\$823,224)	\$2,386,613
ECONOMIC SERVICES						
RURAL SERVICES						
OPERATING EXPENDITURE						
130110 - Vermin Control - MRVC Annual Contribution	\$0	\$31,871	\$0	\$23,903	\$0	\$31,871
000000 - Vermin Control - MRVC Vermin Cell Fence Construction	\$0	\$0	\$0	\$163,500	\$0	\$218,000
000000- Noxious Weeds ,Plants and Pests	\$0	\$8,068	\$0	\$0	\$0	\$0
1301012505 - Admin Allocated	\$0	\$16,699	\$0	\$19,907	\$0	\$26,543
130176 - Wild Dog Bounty	\$0	\$220	\$0	\$7,500	\$0	\$10,000
000000 - Vermin Control - Vermin Cell Fence Drought Grant	\$0	\$57,549	\$0	\$43,162	\$0	\$57,549
Sub Total - RURAL SERVICES OP/EXP	\$0	\$114,407	\$0	\$257,972	\$0	\$343,963
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
130110551 - Grant - Drought Vermin Cell fence	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - RURAL SERVICES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - RURAL SERVICES	\$0	\$114,407	\$0	\$257,972	\$0	\$343,963
TOURISM AND AREA PROMOTION						
OPERATING EXPENDITURE						
1302052000 - C'van Park - Salaries & Wages	\$0	\$109,891	\$0	\$51,521	\$0	\$68,695
0000000000- Caravan Park Accrued Leave Expenses	\$0	\$0	\$0	\$403	\$0	\$537
0000000000- Caravan Park- Superannuation	\$0	\$7,952	\$0	\$7,471	\$0	\$9,961
1302052120 - C'van Park - Staff Training	\$0	\$350	\$0	\$1,500	\$0	\$2,000
0000000000- Caravan Park Workers Comp Insurance	\$0	\$0	\$0	\$1,669	\$0	\$2,225
130204 - C'van Park - CVP House exp	\$0	\$16,803	\$0	\$2,025	\$0	\$2,700
130205 - Caravan Park Expenditure	\$0	\$111,038	\$0	\$104,956	\$0	\$139,941
130201 - Tourism Promotion (incl Outback Parkways and Geo Park)	\$0	\$19,516	\$0	\$26,250	\$0	\$35,000
130208 - Tourism Signage	\$0	\$991	\$0	\$0	\$0	\$0
130209 - Town Entry Statements (Mtce)	\$0	\$1,682	\$0	\$3,404	\$0	\$4,539
130210 - Website Development Expenses	\$0	\$0	\$0	\$3,375	\$0	\$4,500
130211 - Regional Tourism Project Unspent Grant and Member Shire Contrib	\$0	\$0	\$0	\$7,564	\$0	\$10,085
1302332000 - Wurarga Dam	\$0	\$0	\$0	\$0	\$0	\$0
130225 - Centrecare support	\$0	\$0	\$0	\$0	\$0	\$0
130226 - Emu Cup event	\$0	\$10,508	\$0	\$37,500	\$0	\$50,000
000000 -Goods For Resale- Arts and Crafts Centre	\$0	\$0	\$0	\$0	\$0	\$0
130227 - Yalgoo Racetrack Expenses	\$0	\$0	\$0	\$2,543	\$0	\$3,391
130228 - Yalgoo Gymkhana Expenses	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Yalgoo Races Contribution	\$0	\$0	\$0	\$7,500	\$0	\$10,000
130229 - Jokers Tunnel Expenses	\$0	\$1,441	\$0	\$1,141	\$0	\$1,521
130230 - Yalgoo Lookout Expenses	\$0	\$846	\$0	\$1,452	\$0	\$1,936
130231 - Banners in the Terrace	\$0	\$0	\$0	\$2,625	\$0	\$3,500
1302502000 - HCP Salaries and Wages	\$0	\$79,284	\$0	\$72,888	\$0	\$97,184
130250 - HCP Accrued Leave Expenses	\$0	\$0	\$0	\$2,183	\$0	\$2,910
130250. -HCP Superannuation	\$0	\$6,682	\$0	\$6,925	\$0	\$9,233
130250- Insurance Workers Comp	\$0	\$0	\$0	\$1,500	\$0	\$2,000
1302502120 - HCP Staff & Training Expenses	\$0	(\$329)	\$0	\$2,250	\$0	\$3,000

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
130251 - HCP Project Activity Expenses	\$0	\$40,559	\$0	\$45,000	\$0	\$60,000
12 02 52 - HCP Vehicle YA800	\$0	\$3,863	\$0	\$6,750	\$0	\$9,000
130254 - HCP Office Materials & Contract	\$0	\$4,364	\$0	\$3,000	\$0	\$4,000
130255 - HCP Office Equipment	\$0	\$844	\$0	\$750	\$0	\$1,000
130258 - HCP Camps and Trip Expenses	\$0	\$311	\$0	\$0	\$0	\$0
130259 - HCP Sponsored Activity expenses	\$0	\$0	\$0	\$0	\$0	\$0
130260 - HCP Other Activites	\$0	\$145	\$0	\$0	\$0	\$0
1302012505 - Admin Allocated - Tourism	\$0	\$41,737	\$0	\$49,756	\$0	\$66,341
1302012980 - Depn - Tourism	\$0	\$44,055	\$0	\$44,054	\$0	\$58,739
Sub Total - TOURISM & AREA PROMOTION OP/EXP	\$0	\$502,533	\$0	\$497,954	\$0	\$663,938
OPERATING INCOME						
1302261090 - Emu Cup funding	(\$1,100)	\$0	(\$25,000)	\$0	(\$25,000)	\$0
1302051025 - Caravan Park Revenues	(\$136,620)	\$0	(\$90,000)	\$0	(\$120,000)	\$0
1302011200- Tourism Sales	(\$1,101)	\$0	(\$375)	\$0	(\$500)	\$0
0000000000- Prospecting Permits	(\$894)	\$0	(\$225)	\$0	(\$300)	\$0
			\$0			
1302501541- Healthy Community Mining Co Con -MMG Centrecare \$32,400 and HCP \$21,600	\$0	\$0	(\$54,000)	\$0	(\$54,000)	\$0
1302011595 - Community Projects Mining Contr - Mt Gibson \$40,000 HCP	\$0	\$0	(\$40,000)	\$0	(\$40,000)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC	(\$139,715)	\$0	(\$209,600)	\$0	(\$239,800)	\$0
Total - TOURISM & AREA PROMOTION	(\$139,715)	\$502,533	(\$209,600)	\$497,954	(\$239,800)	\$663,938
BUILDING CONTROL						
OPERATING EXPENDITURE						
1303012720 - Building Control Expenses	\$0	\$0	\$0	\$1,125	\$0	\$1,500
1303012550 - EHO Consulting Costs	\$0	\$13,358	\$0	\$10,500	\$0	\$14,000
1303012505 - Admin Allocated Building Contro	\$0	\$8,350	\$0	\$9,953	\$0	\$13,271
Sub Total - BUILDING CONTROL OP/EXP	\$0	\$21,708	\$0	\$21,578	\$0	\$28,771
OPERATING INCOME						
1303011020 - Building Permits	\$0	\$0	(\$500)	\$0	(\$500)	\$0
1303011022 - BCITF & BSL Fees to Shire	(\$24)	\$0	(\$10)	\$0	(\$10)	\$0
Sub Total - BUILDING CONTROL OP/INC	(\$24)	\$0	(\$510)	\$0	(\$510)	\$0
Total - BUILDING CONTROL	(\$24)	\$21,708	(\$510)	\$21,578	(\$510)	\$28,771
ECONOMIC DEVELOPMENT						
OPERATING EXPENDITURE						
Sub Total - ECONOMIC DEVELOPMENT OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ECONOMIC DEVELOPMENT OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - ECONOMIC DEVELOPMENT	\$0	\$0	\$0	\$0	\$0	\$0
OTHER ECONOMIC SERVICES						
OPERATING EXPENDITURE						
13060 - Fuel Station						
1306012565 - Licences/Permits	\$0	\$0	\$0	\$750	\$0	\$1,000
1306012720 - Other Expenses	\$0	\$1,760	\$0	\$1,964	\$0	\$2,619
1306012505 - Admin Allocated Fuel Station	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
1308012505 - Admin Allocated-Other Econ Dev	\$0	\$8,349	\$0	\$9,953	\$0	\$13,271
Sub Total - OTHER ECONOMIC SERVICES OP/EXP	\$0	\$18,459	\$0	\$22,621	\$0	\$30,161
OPERATING INCOME						



Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
1306011120 · Fuel Station Lease Income	\$0	\$0	(\$4,875)	\$0	(\$6,500)	\$0
1306011185 · Sale of Stock	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER ECONOMIC SERVICES OP/INC	\$0	\$0	(\$4,875)	\$0	(\$6,500)	\$0
Total - OTHER ECONOMIC SERVICES	\$0	\$18,459	(\$4,875)	\$22,621	(\$6,500)	\$30,161
Total - ECONOMIC SERVICES	(\$139,739)	\$657,107	(\$214,985)	\$800,125	(\$246,810)	\$1,066,833
OTHER PROPERTY AND SERVICES						
PRIVATE WORKS						
OPERATING EXPENDITURE						
140101 · Private Works Expenses	\$0	\$1,102	\$0	\$0	\$0	\$0
1401012505 · Admin Allocation - Private Work	\$0	\$8,350	\$0	\$9,953	\$0	\$13,271
Sub Total - PRIVATE WORKS OP/EXP	\$0	\$9,452	\$0	\$9,953	\$0	\$13,271
OPERATING INCOME						
1401011150 · Private Works Charges	(\$4,576)	\$0	\$0	\$0	\$0	\$0
Sub Total - PRIVATE WORKS OP/INC	(\$4,576)	\$0	\$0	\$0	\$0	\$0
Total - PRIVATE WORKS	(\$4,576)	\$9,452	\$0	\$9,953	\$0	\$13,271
PUBLIC WORKS OVERHEADS						
OPERATING EXPENDITURE						
1403012000 · PWO Wages Costs	\$0	\$86,678	\$0	\$112,826	\$0	\$150,435
1403012005 · Sick Leave	\$0	\$17,700	\$0	\$20,345	\$0	\$27,127
1403012010 · Annual Leave	\$0	\$91,071	\$0	\$57,182	\$0	\$76,242
1403012020 · Public Holidays	\$0	\$9,095	\$0	\$24,415	\$0	\$32,553
1403012025 · Accrued Leave Expenses	\$0	\$0	\$0	\$19,715	\$0	\$26,286
1403012040 · Superannuation	\$0	\$67,067	\$0	\$83,447	\$0	\$111,262
1403012030 · Wages Allowances	\$0	\$1,684	\$0	\$2,250	\$0	\$3,000
1403012125 · Staff Training	\$0	\$13,125	\$0	\$7,500	\$0	\$10,000
1403012075 · Protective Clothing	\$0	\$5,291	\$0	\$4,500	\$0	\$6,000
1403012125 · Travel & Accommodation	\$0	\$1,550	\$0	\$5,625	\$0	\$7,500
140305· Depot Mtce (Works) Expenses	\$0	\$41,431	\$0	\$53,294	\$0	\$71,058
140310 · Depot Mtce (P&G) Expenses	\$0	\$10,795	\$0	\$13,500	\$0	\$18,000
140325 · PWO Vehicle Expenses	\$0	\$12,141	\$0	\$18,000	\$0	\$24,000
140330 · OH & S	\$0	\$1,135	\$0	\$4,875	\$0	\$6,500
1403452620 · Tools Replaced	\$0	\$909	\$0	\$2,250	\$0	\$3,000
1403502640· Traffic Management Signs	\$0	\$0	\$0	\$7,500	\$0	\$10,000
1403012300 · Insurance on Works	\$0	\$600	\$0	\$2,100	\$0	\$2,800
1403552815 · Satellite phones	\$0	\$3,992	\$0	\$2,475	\$0	\$3,300
1403602080 · Recruitment expenses/relocation	\$0	\$4,500	\$0	\$4,500	\$0	\$6,000
1403652065 · Fitness for Work	\$0	\$0	\$0	\$1,125	\$0	\$1,500
1403252720· Other PWOH Expenses	\$0	\$32	\$0	\$1,125	\$0	\$1,500
1403012310 · Works Workers Compen. Insurance	\$0	\$18,020	\$0	\$18,921	\$0	\$25,228
1403012505 · Admin Allocated	\$0	\$50,331	\$0	\$60,000	\$0	\$80,000
1403752720 · LESS PWOH ALLOCATED-PROJECTS	\$0	(\$382,906)	\$0	(\$527,468)	\$0	(\$703,291)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP	\$0	\$54,241	\$0	\$0	\$0	\$0
OPERATING INCOME						
1403011640 - Reimbursements	(\$405)	\$0	\$0	\$0	\$0	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC	(\$405)	\$0	\$0	\$0	\$0	\$0
Total - PUBLIC WORKS OVERHEADS	(\$405)	\$54,241	\$0	\$0	\$0	\$0
PLANT OPERATION COSTS						
OPERATING EXPENDITURE						
1404012585 · Fuel & Oil	\$0	\$73,178	\$0	\$131,250	\$0	\$175,000
1404192595 · Tyres & Tubes	\$0	\$8,814	\$0	\$9,000	\$0	\$12,000
1404 12590 · Parts & Repairs	\$0	\$63,155	\$0	\$101,250	\$0	\$135,000
1404012582 · Insurance (Reg/Ins)	\$0	\$66,271	\$0	\$45,000	\$0	\$60,000
1404012000 · Other POC Expenses	\$0	\$951	\$0	\$11,912	\$0	\$15,883
1404012580 · Blades & Tynes	\$0	\$6,849	\$0	\$6,000	\$0	\$8,000

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
1404012582 · Licensing (Reg/Ins)	\$0	\$7,803	\$0	\$7,500	\$0	\$10,000
1404012625 · Survey and Microcom Equipment	\$0	\$0	\$0	\$3,750	\$0	\$5,000
1404012655 · Workshop consumables	\$0	\$15,353	\$0	\$16,500	\$0	\$22,000
1404012620 · Replacement tools	\$0	\$0	\$0	\$1,125	\$0	\$1,500
1404012505 · Admin Alloc - POC	\$0	\$42,782	\$0	\$51,000	\$0	\$68,000
1404012980 · Plant Depreciation	\$0	\$89,642	\$0	\$89,642	\$0	\$119,523
1404052720 · LESS POC ALLOCATED-PROJECTS	\$0	(\$273,824)	\$0	(\$473,930)	\$0	(\$631,906)
Sub Total - PLANT OPERATIONS COSTS OP/EXP	\$0	\$100,974	\$0	\$0	\$0	\$0
OPERATING INCOME						
1404011180 · Charges - Sale of Scrap	\$0	\$0	(\$1,000)	\$0	(\$1,000)	\$0
1404011640 · Reimbursements (Fuel Credits ,Etc)	\$0	\$0	(\$30,000)	\$0	(\$30,000)	\$0
1404011625 · Plant & Equipment Hire	\$0	\$0	\$0	\$0	\$0	\$0
Total - PLANT OPERATIONS COSTS	\$0	\$100,974	(\$31,000)	\$0	(\$31,000)	\$0
ADMINISTRATION						
OPERATING EXPENDITURE						
1405012000 · Salaries & Wages	\$0	\$342,833	\$0	\$386,743	\$0	\$515,657
1405012030 · Wages Allowances	\$0	\$1,435	\$0	\$1,500	\$0	\$2,000
1405012034 · Salary Package Allowance	\$0	\$0	\$0	\$0	\$0	\$0
1405012040 · Superannuation	\$0	\$39,081	\$0	\$24,035	\$0	\$32,047
1405012155 · LSL and AL accrual	\$0	\$0	\$0	\$6,464	\$0	\$8,618
1405102095 · Staff Amenities	\$0	\$734	\$0	\$1,125	\$0	\$1,500
1405012105- Staff Uniforms	\$0	\$973	\$0	\$2,250	\$0	\$3,000
1405012080 · Recruitment Expenses	\$0	\$3,135	\$0	\$7,500	\$0	\$10,000
140501 · Admin Relocation Expenses	\$0	\$0	\$0	\$0	\$0	\$0
140501 · Fitness for Work	\$0	\$0	\$0	\$0	\$0	\$0
1405012120 · Staff Training	\$0	\$3,273	\$0	\$7,500	\$0	\$10,000
1405012055 · Advertising	\$0	\$2,712	\$0	\$3,750	\$0	\$5,000
1405012600 · Postage and Freight	\$0	\$1,770	\$0	\$2,625	\$0	\$3,500
1405012605 · Printing & Stationery	\$0	\$4,293	\$0	\$3,750	\$0	\$5,000
1405012725 · Subscriptions	\$0	\$23,644	\$0	\$18,000	\$0	\$24,000
1405012520 · Computer Mtce/Support	\$0	\$57,090	\$0	\$33,750	\$0	\$45,000
1405012570 · Office Equip Mtce	\$0	\$17,765	\$0	\$16,500	\$0	\$22,000
1405012125 · Travel & Accommodation	\$0	\$630	\$0	\$3,750	\$0	\$5,000
1405012535 · Conference Expenses	\$0	\$0	\$0	\$11,250	\$0	\$15,000
140501 · Vehicle Expenses	\$0	\$4,953	\$0	\$13,125	\$0	\$17,500
1405012045 · Admin VRE (FBT)	\$0	\$0	\$0	\$45,000	\$0	\$60,000
1405012515 · Audit Fees	\$0	\$2,150	\$0	\$28,500	\$0	\$38,000
1405012525 · Consultancy	\$0	\$66,402	\$0	\$84,750	\$0	\$113,000
1405012560 · Legal Expenses	\$0	\$28,550	\$0	\$30,000	\$0	\$40,000
140505 · Administration Building Mtce	\$0	\$7,322	\$0	\$16,725	\$0	\$22,300
140510 · Human Resource Management	\$0	\$0	\$0	\$1,875	\$0	\$2,500
1405152525 · OH & S Admin	\$0	\$0	\$0	\$2,625	\$0	\$3,500
1405012805 · Electricity	\$0	\$6,670	\$0	\$11,250	\$0	\$15,000
1405012820 · Telephone-Internet	\$0	\$45,094	\$0	\$30,000	\$0	\$40,000
1405012300 · Insurance	\$0	\$78,652	\$0	\$45,000	\$0	\$60,000
1405012515 · Bank Charges	\$0	\$6,809	\$0	\$7,500	\$0	\$10,000
1405012720 · Expenses Other	\$0	\$12,686	\$0	\$5,250	\$0	\$7,000
0000000000 · Bad Debts Expense	\$0	\$0	\$0	\$2,250	\$0	\$3,000
1405012825 · Water	\$0	\$1,681	\$0	\$375	\$0	\$500
140525 · Admin Vehicle	\$0	\$7,253	\$0	\$7,500	\$0	\$10,000
140501- Record Management	\$0	\$393	\$0	\$22,500	\$0	\$30,000
140501 · Financial Software -Licence OZONE	\$0	\$0	\$0	\$37,500	\$0	\$50,000
1405012980 · Depn - Administration General	\$0	\$34,832	\$0	\$34,832	\$0	\$46,443
1405302720 · LESS ADMIN ALLOCATED-PROGRAMS	\$0	(\$802,815)	\$0	(\$957,049)	\$0	(\$1,276,065)
Sub Total - ADMINISTRATION OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
1405011640 · Reimbursements	(\$50)	\$0	(\$3,750)	\$0	(\$5,000)	\$0
1405011145 · Photocopies & Facsimiles	(\$661)	\$0	(\$38)	\$0	(\$50)	\$0
1405011045 · Commissions - Transport	(\$3,018)	\$0	(\$1,500)	\$0	(\$2,000)	\$0
1405011160 · RAV Admin - CA07 Application	(\$200)	\$0	(\$150)	\$0	(\$200)	\$0
1405011155 · Admin Charges FOI	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ADMINISTRATION OP/INC	(\$3,929)	\$0	(\$5,438)	\$0	(\$7,250)	\$0
Total - ADMINISTRATION	(\$3,929)	\$0	(\$5,438)	\$0	(\$7,250)	\$0

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
MATERIALS AND STOCK						
OPERATING EXPENDITURE						
000000 Opening Stock	\$0	\$0	\$0	\$0	\$0	\$0
000000 Material Purchases	\$0	\$0	\$0	\$0	\$0	\$0
000000 Less Material Allocated	\$0	\$0	\$0	\$0	\$0	\$0
000000 Closing Stock	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MATERIALS AND STOCK	\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK	\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES						
OPERATING EXPENDITURE						
1406012000 · Gross Total Salaries and Wages	\$0	\$0	\$0	\$1,326,500	\$0	\$1,768,667
1406052000 · LESS SALS/WAGES ALLOCATED	\$0	\$0	\$0	(\$1,326,500)	\$0	(\$1,768,667)
Sub Total - SALARIES AND WAGES OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
1406012085 · Reimbursements - Workers Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - SALARIES AND WAGES	\$0	\$0	\$0	\$0	\$0	\$0
UNCLASSIFIED						
OPERATING EXPENDITURE						
1407012720-Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/EXP	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME						
1407011620 · Other Income	\$0	\$0	\$0	\$0	\$0	\$0
1407011640 · Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/INC	\$0	\$0	\$0	\$0	\$0	\$0
Total - UNCLASSIFIED	\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER PROPERTY AND SERVICES	(\$8,910)	\$164,666	(\$36,438)	\$9,953	(\$38,250)	\$13,271
FUND TRANSFERS	(\$4,346,192)	\$3,924,047	(\$5,918,363)	\$4,706,032	(\$5,962,950)	\$6,211,015
EXPENDITURE						
000000 Transfer to Yalgoo Ninghan Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$322,785
Interest Earnt	\$0	\$3,559	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Plant Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$596
Interest Earnt	\$0	\$408	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Sports Complex Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$937
Interest Earnt	\$0	\$640	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to HCP Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,386
Interest Earnt	\$0	\$948	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Building Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,587
Interest Earnt	\$0	\$1,085	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Community Amenities Maintenance Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$2,656
Interest Earnt	\$0	\$1,816	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Long Service Leave Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$482
Interest Earnt	\$0	\$329	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Housing Maintenance Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,205
Interest Earnt	\$0	\$824	\$0	\$0	\$0	\$0



Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Yalgoo Morawa Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$1,698
Interest Earnt	\$0	\$1,161	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to General Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$128,725
Interest Earnt	\$0	\$401	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$128,760	\$0	\$0	\$0	\$0
000000 Transfer to Office Equipment Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$35
Interest Earnt	\$0	\$24	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Road Agreement Yalgoo Morawa Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$9,196
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Natural Disaster Triggerpoint Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$125
Interest Earnt	\$0	\$86	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Emergency Road Repairs Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$83
Interest Earnt	\$0	\$56	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer to Superannuation Back Pay Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earnt	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from Mini	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$0	\$140,098	\$0	\$0	\$0	\$471,496
INCOME						
000000 Transfer from Yalgoo Ninghan Road Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from General Roads Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from Superannuation Back Pay Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from Building Reserve Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
000000 Transfer from Leave Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
Total - TRANSFER FROM OTHER COUNCIL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0
Total - FUND TRANSFER	\$0	\$140,098	\$0	\$0	\$0	\$471,496
000000 (Surplus) / Deficit - Carried Forward	(\$3,075,961)	\$0	(\$3,075,961)	\$0	(\$3,075,961)	\$0
Sub Total - SURPLUS C/FWD	(\$3,075,961)	\$0	(\$3,075,961)	\$0	(\$3,075,961)	\$0
Total - SURPLUS	(\$3,075,961)	\$0	(\$3,075,961)	\$0	(\$3,075,961)	\$0
LONG TERM LOANS						
000000 Loan Principal Repayments -	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LONG TERM LOANS	\$0	\$0	\$0	\$0	\$0	\$0
Total - DEFERRED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0
LIABILITY LOANS						
EXPENDITURE						
000000 Loan Principal Repayments - Housing loans ,53,	\$0	\$8,693	\$0	\$8,838	\$0	\$17,676
000000 Loan Principal Repayments - Housing loans 55	\$0	\$10,438	\$0	\$10,606	\$0	\$21,212
000000 Loan Principal Repayments - Housing loans 56	\$0	\$26,292	\$0	\$26,492	\$0	\$52,983
000000 Loan Principal Repayments - Community Amenities loan 54	\$0	\$8,781	\$0	\$4,391	\$0	\$8,781
Sub Total - LOAN REPAYMENTS	\$0	\$54,204	\$0	\$50,326	\$0	\$100,652
INCOME						
000000 Loan Raised - Loan No	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - LOANS RAISED	\$0	\$0	\$0	\$0	\$0	\$0
Total - NON CURRENT LIABILITIES	\$0	\$54,204	\$0	\$50,326	\$0	\$100,652





Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
Total - FURNITURE AND EQUIPMENT	\$0	\$93,690	\$0	\$54,600	\$0	\$251,600
LAND AND BUILDINGS						
GOVERNANCE						
EXPENDITURE						
000000-New Front Doors - Administration Building (incl Notice Board)	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Front Rails	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Garden Reticulation	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre - Air Conditioners	\$0	\$0	\$0	\$0	\$0	\$0
000000 - Admin Centre Covered Carport Area	\$0	\$0	\$0	\$0	\$0	\$0
000000- Admin Centre -Records Fit Coolroom Panels to Sea Container	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
LAW ORDER AND PUBLIC SAFETY						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL - LAW ORDER AND PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
HEALTH						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL - HEALTH	\$0	\$0	\$0	\$0	\$0	\$0
LAND AND BUILDINGS						
HOUSING						
EXPENDITURE						
000000-Staff Housing - Solar Panels	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - 19b Stanley Street Security Screens	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - 19a Stanley Street Replace Floor Coverings	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - Security	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - 42 Units 3 Gibbons Street Replace Floor Coverings	\$0	\$0	\$0	\$0	\$0	\$0
000000 -House 74 Weekes Street	\$0	\$0	\$0	\$0	\$0	\$0
000000-Two Units 17 Shemrock Street	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -6 Henty Street Replace Carpet with Floor Board	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -8 Henty Street Colorbond Fence Front	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing - Power to 3 Storage Shed	\$0	\$0	\$0	\$0	\$0	\$0
000000 -House 75 Weekes Street - Landscaping	\$0	\$0	\$0	\$0	\$0	\$0
000000-Staff Housing -8 Henty Street Landscaping	\$0	\$0	\$0	\$0	\$0	\$0
000000-Other Housing - Nurse Accommodation	\$0	\$5,123	\$0	\$0	\$0	\$250,000
Sub Total - CAPITAL WORKS	\$0	\$5,123	\$0	\$0	\$0	\$250,000
Total - HOUSING	\$0	\$5,123	\$0	\$0	\$0	\$250,000
LAND AND BUILDINGS						
COMMUNITY AMENITIES						
EXPENDITURE						



Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
GOVERNANCE						
EXPENDITURE						
000000- Motor Vehicle CEO	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle CGTS	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle - Rav 4	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle - Fortunner	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total - GOVERNANCE	\$0	\$0	\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
LAW ORDER & PUBLIC SAFETY						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total - LAW, ORDER & PUBLIC SAFETY	\$0	\$0	\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
COMMUNITIES AMENITIES						
EXPENDITURE						
000000- Community Bus	\$0	\$111,727	\$0	\$130,000	\$0	\$130,000
Sub Total - CAPITAL WORKS	\$0	\$111,727	\$0	\$130,000	\$0	\$130,000
Total - COMMUNITY AMENITIES	\$0	\$111,727	\$0	\$130,000	\$0	\$130,000
PLANT AND EQUIPMENT						
RECREATION AND CULTURE						
EXPENDITURE						
000000- Kubota Utility Vehicle Parks	\$0	\$0	\$0	\$0	\$0	\$0
000000- Kubota Ride on Mower	\$0	\$0	\$0	\$0	\$0	\$0
000000- Hilux 4x2 Gardener	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$0
Total - RECREATION AND CULTURE	\$0	\$0	\$0	\$0	\$0	\$0
PLANT AND EQUIPMENT						
TRANSPORT						
EXPENDITURE						
000000- Catapillar Wheel Loader 950M	\$0	\$0	\$0	\$0	\$0	\$0
000000- Motor Vehicle Centrecare	\$0	\$0	\$0	\$0	\$0	\$0
000000- Ice Machine Depot	\$0	\$0	\$0	\$0	\$0	\$0
000000- Grader cat 12M	\$0	\$379,130	\$0	\$0	\$0	\$380,000
000000- Multi Tyre Roller Bomag	\$0	\$0	\$0	\$380,000	\$0	\$0
000000-Water Cart Modification	\$0	\$0	\$0	\$0	\$0	\$0
000000- Prime Mover Mack	\$0	\$0	\$0	\$0	\$0	\$0
000000-Yalgoo Hub - Waterpark Pumping System	\$0	\$0	\$0	\$0	\$0	\$0
000000-Caterpillar 140h-YA420	\$0	\$0	\$0	\$0	\$0	\$0
000000-Roller - Multi Tyred ,17 Tonne	\$0	\$0	\$0	\$0	\$0	\$0
000000-Backhoe	\$0	\$0	\$0	\$0	\$0	\$0
000000-Trailer - Side Tipper	\$0	\$192,270	\$0	\$180,000	\$0	\$180,000
000000-Truck Tipper	\$0	\$69,170	\$0	\$80,000	\$0	\$80,000
000000-Truck Cab Crew	\$0	\$0	\$0	\$0	\$0	\$0
000000-Works Foreman Ute - YA 899	\$0	\$69,913	\$0	\$75,000	\$0	\$75,000
000000-Fuel Tank	\$0	\$0	\$0	\$2,100	\$0	\$2,100
000000-Deisel Air Compressor	\$0	\$0	\$0	\$3,200	\$0	\$3,200
000000-Works Hilux	\$0	\$0	\$0	\$0	\$0	\$0
000000-Generator Genelite 4.5 kva	\$0	\$0	\$0	\$0	\$0	\$6,000
000000-Generator Kubota 6kva with fuel tank	\$0	\$0	\$0	\$0	\$0	\$0
000000-Road Sweeper Attachment	\$0	\$0	\$0	\$25,000	\$0	\$25,000

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD Income	Expenditure	JULY -MAR 2021 YTD Income	Expenditure	Income	Expenditure
Sub Total - CAPITAL WORKS	\$0	\$710,483	\$0	\$745,300	\$0	\$751,300
Total - TRANSPORT	\$0	\$710,483	\$0	\$745,300	\$0	\$751,300
PLANT AND EQUIPMENT						
ECONOMIC SERVICES						
CAPITAL EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS					\$0	\$0
Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$0
Total - PLANT AND EQUIPMENT	\$0	\$822,210	\$0	\$875,300	\$0	\$881,300
TOOL PURCHASES						
EXPENDITURE						
	\$0	\$0	\$0	\$0	\$0	\$0
NEW PURCHASES	\$0	\$0	\$0	\$0	\$0	\$0
Total - TOOL PURCHASES	\$0	\$0	\$0	\$0	\$0	\$0
INFRASTRUCTURE ASSETS - ROAD RESERVES						
ROADS TO RECOVERY GRANTS						
000000- Yalgoo/Morawa Road - Widen to 7m 7km	\$0	\$29,125	\$0	\$380,000	\$0	\$380,000
RRG SPECIAL GRANT RD WORKS						
000000- Yalgoo/Nighan Road - 4 metre seal 5km includes \$214,110 LRCI Program Grant	\$0	\$49,813	\$0	\$514,110	\$0	\$514,110
MUNICIPAL/LOCAL ROADS GRANT- ROADS						
TOWN STREET CONSTRUCTION						
BRIDGES						
FOOTPATH CONSTRUCTION - MUNICIPAL						
FLOOD DAMAGE						
DRAINAGE MUNICIPAL						
OTHER						
000000- Sandford River Crossing	\$0	\$0	\$0	\$25,000	\$0	\$25,000
000000- Badga Woolshed Road - Geraldton Mount Magnet Road to Airstrip Seal 800m	\$0	\$0	\$0	\$80,000	\$0	\$80,000
000000- Sealing of Road and Parking Area -Yalgoo Lookout	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$78,938	\$0	\$999,110	\$0	\$999,110
Total - ROADS	\$0	\$78,938	\$0	\$999,110	\$0	\$999,110
Total - INFRASTRUCTURE ASSETS ROAD RESERVES	\$0	\$78,938	\$0	\$999,110	\$0	\$999,110
INFRASTRUCTURE ASSETS-RECREATION FACILITIES						
000000- Yalgoo/Ninghan Road - Seal to width 4m						
000000- Bollard Fence - Community Park	\$0	\$0	\$0	\$0	\$0	\$0
000000- New Fence - Shamrock Park	\$0	\$0	\$0	\$0	\$0	\$0
000000- Pinic Shelter - Shamrock Park	\$0	\$0	\$0	\$0	\$0	\$0
000000- Sports Complex Carpark - Kerb and Seal and Footpath to School	\$0	\$28,127	\$0	\$29,256	\$0	\$29,256
000000- Community/School Oval Shared Use Development	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$28,127	\$0	\$29,256	\$0	\$29,256
Total - OTHER	\$0	\$28,127	\$0	\$29,256	\$0	\$29,256
Total - INFRASTRUCTURE ASSETS - RECREATION FACILITIES	\$0	\$28,127	\$0	\$29,256	\$0	\$29,256
INFRASTRUCTURE ASSETS - OTHER						
000000- Street Lighting	\$0	\$0	\$0	\$50,000	\$0	\$50,000
000000- Yalgoo Rubbish Tip	\$0	\$18,062	\$0	\$0	\$0	\$0
000000- Security Fence Depot	\$0	\$0	\$0	\$0	\$0	\$0

Shire of Yalgoo

Detailed Statement

Details By function Under The Following Programme Titles

And Type Of Activities Within The Programme

	Actual 2020-21		Adopted Budget 2020-21		Adpoted Budget 2020-21	
	JULY -MAR 2021 YTD		JULY -MAR 2021 YTD			
	Income	Expenditure	Income	Expenditure	Income	Expenditure
000000- Security System Depot	\$0	\$0	\$0	\$0	\$0	\$0
000000- Paynes Find Airstrip Fence	\$0	\$0	\$0	\$0	\$0	\$0
000000- Public Toilets- Paynes Find	\$0	\$0	\$0	\$0	\$0	\$33,656
000000-Paynes Find Entry Statements	\$0	\$0	\$0	\$0	\$0	\$30,000
000000 - Jokers Tunnel Entry Road Sheeting	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - CAPITAL WORKS	\$0	\$18,062	\$0	\$50,000	\$0	\$113,656
Total - OTHER	\$0	\$18,062	\$0	\$50,000	\$0	\$113,656
Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$18,062	\$0	\$50,000	\$0	\$113,656
Rounding Adjustment						
GRAND TOTALS	(\$7,422,153)	\$4,365,085	(\$8,994,324)	\$5,900,614	(\$9,038,911)	\$9,038,911
SURPLUS						
		-\$3,057,069		(\$3,093,709)		(\$0)





# **ATTACHMENTS**

## **ITEM N<sup>o</sup> 11.4.2      page 1— 4**

MRVC Future Structure—Minutes of Ordinary Meeting

MRVC Letter dated 14 April 2021

## **ITEM N<sup>o</sup> 11.4.3      page 5— 24**

Worksafe Checklist

Prompt Safety Solutions Quote

## **ITEM N<sup>o</sup> 11.4.4      page 25—48**

Danthonia Designs Quote

## **ITEM N<sup>o</sup> 11.4.7      page 49—55**

Standards for CEO Recruitment, Performance and Termination

## **ITEM N<sup>o</sup> 11.4.8      page 56—64**

Code of Conduct Policy for Council Members, Committee Members and Candidates

## **ITEM N<sup>o</sup> 11.4.9      page 65—80**

Code of Conduct Behaviour Complaint Management Policy

Behaviour Complaints Committee Delegation



<b>12.12</b>	<b>Murchison Regional Vermin Council – Future Structure</b>
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<b>File</b>	MRVC
<b>Officer</b>	Geoff Brooks - CEO
<b>Amended By:</b>	N/A
<b>Disclosure of Interest:</b>	The MRVC CEO is also the Meekatharra Rangelands Biosecurity Association Executive Officer
<b>Meeting Date:</b>	17 February 2021

**Application**

To consider the future structure of the MRVC once the Murchison Region Vermin Cell is completed.

**Merger Proposal**

The Murchison Region Vermin Cell is scheduled for completion in September this year. Under current arrangements, once this occurs, there will be two separate organisations responsible for the operation of the vermin cell with respect to wild dog control and a return to small stock production. The two organisations are:

- The Murchison Regional Vermin Council with responsibility for maintaining the No 1 and No 2 Vermin Fences to a dog proof standard.
- The Meekatharra Rangelands Biosecurity Association (MRBA) with responsibility for wild dog control within the Vermin Cell.

The purpose of this report is to explore the option of merging both these organisations.

The current situation involving the two separate organisations is as follows:

**Murchison Regional Vermin Council**

- A Regional Council operating under the requirements of the WA Local Government Act 1995 with a membership of the Shires of Yalgoo, Sandstone, Mount Magnet and Cue. Whilst not being a member council the Shire of Meekatharra provides financial support.
- **Income \$134,000** (Precepts and Fence Rentals). **Expenditure \$142,000** (Administration \$67,000, Governance \$15,000, Fence Maintenance \$60,000). Note: Based on 2020/2021 operating budget with depreciation not included.

**Meekatharra Rangelands Biosecurity Association**

- An Association set up under the Biosecurity and Agriculture Management Act 2007 operating in accordance with the Associations Incorporation Act 2015 with a membership of pastoralists in the Shires of Yalgoo, Mount Magnet, Cue and Meekatharra.
- **Income \$699,000** (Pastoralist Rates \$213,000, Government Contribution Matching Rates \$236,000, Royalties for Regions \$234,000). **Expenditure \$698,000** (Wild Dog Control \$638,000, Administration \$60,000). Note: Based on 2020/2021 Declared Pest Account budget with no assets, hence depreciation not applicable.

Both organisations are currently operating with essentially breakeven budgets. Once the Murchison Region Vermin Cell is completed MRVC operations will involve fence maintenance only. The MRVC would however be burdened with the administrative complexities imposed by the Local Government Act which are considered to be out of all proportion to the ongoing fence maintenance task.

Were the MRVC to merge with the MRBA and form of a new Association it is considered that both the wild dog control function and the fence maintenance function could be readily combined with a significant reduction in compliance and administrative costs.

For such a merge to occur it would be essential to formalise the ongoing financial support of MRVC member council.

**Consultation**

MRVC Chairman Jorgen Jensen  
MRBA Chairman Ashley Dowden

**Statutory Environment**

Local Government (Functions and General) Regulations 1996 – Part 4

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**OFFICER RECOMMENDATION**

**Moved:** Cr Payne

**Seconded:** Cr Pigdon

*That the Chairman and CEO be authorised to approach the MRBA and MRVC member councils (including the Shire of Meekatharra) seeking their views on a possible merger with the MRBA and the formalisation of ongoing Shire financial support.*

**CARRIED 7/0**

In discussion it was agreed that the approach to Shire Councils should be detailed and set out how a merger could be beneficial for both the MRBA and MRVC.



**MURCHISON REGIONAL VERMIN COUNCIL**

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14 April 2021

Mr Ian Holland  
Chief Executive Officer  
Shire of Yalgoo  
Email: [ceo@yalgoo.wa.gov.au](mailto:ceo@yalgoo.wa.gov.au)

Dear Ian

**Murchison Regional Vermin Council – Future Structure**

At the Ordinary Meeting of the MRVC on 17 February Elected Members resolved:

*“That the Chairman and CEO be authorised to approach the MRBA and MRVC member councils (including the Shire of Meekatharra) seeking their views on a possible merger with the MRBA and the formalisation of ongoing Shire financial support”.*

The contents of this letter were endorsed at the Ordinary Meeting of the MRVC on 14 April.

Attached are the minutes that contain the report that led to the adoption of the above resolution. As indicated in the report the principal reason for exploring the possibility of a merger with the Meekatharra Rangelands Biosecurity Association (MRBA) is to escape from the administrative and compliance requirements imposed by the Local Government Act and associated Regulations. These requirements are out of all proportion to the fence maintenance task, which once the Murchison Region Vermin Cell is completed, will be the sole activity of the MRVC.

The MRBA is an Incorporated Association that currently is governed by an 11-member Committee of Management in accordance with a constitution formulated as required by the Associations Incorporations Act. In many ways MRBA operations are similar to local government without all the administrative and compliance costs. The MRBA receives recurrent State Government funding and government grants along with Declared Pest Rates paid by pastoralists. Accounts are independently audited and annual reports, management plans and budgets are prepared each year.

The merging of the MRVC and MRBA would create a new Association that would operate under a completely new constitution. As a first iteration key components of such a constitution would be:

- Separation of Functions; The new Association would be set up with two distinct functions identified that are separately managed, funded and accounted for. These functions are vermin fence maintenance (current MRVC responsibility) and declared pest control (current MRBA responsibility). Separate autonomous committees would be established to manage each of these functions.
- Funding; Funding sources would be unchanged. Member councils would continue paying the current level of precepts that would fund fence maintenance activities.

MRBA pastoralists would continue paying a Declared Pest Rate that under current arrangements the State matches. These funds would be used for declared pest control. Both sources of funding would be budgeted and accounted for separately. A long-term funding commitment by Councils would be an important part of guaranteeing fence maintenance into the future.

- Assets: Ownership of the No 1 and No 2 Vermin Fences would be transferred from the MRVC to the new Association. Vesting of the vermin fence reserve would transfer from the MRVC to the new Association.
- Vermin Fence Committee of Management: The constitution would provide for member councils to each have a guaranteed position on the Vermin Fence Management Committee that would be filled by a delegate appointed by the council. The Vermin Fence Management Committee would have a total membership of eight with the aim being to have equal representation from Shires and pastoralists.

It is recognised that the Department of Local Government will have a key role in the process by which the MRVC ceases to be a local government authority. At this stage the Department have not been approached however contact will be made once the willingness of Council's to progress the option of a merger is determined.

This is very much a work in progress. The MRVC Chairman, Cr Jorgen Jensen and I are very happy to be involved in discussions with your Councillors on this issue.

Your Council's views on a possible merger would be much appreciated.

Yours Sincerely



Geoff Brooks  
Chief Executive Officer  
Murchison Regional Vermin Council  
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Mobile: 0499 343 828



## Introduction

WorkSafe is conducting an inspection campaign across regional local government agencies aimed at improving safety and health and reducing injuries in the sector.

WorkSafe will be visiting regional local governments to identify common safety risks and provide managers with information on how to maintain safe work systems and practices and comply with occupational safety and health requirements. Inspectors will focus on several key areas including:

- parks and gardens;
- maintenance depots and road maintenance crews;
- high risk construction work including road traffic management and grave site preparation; and
- asbestos in local government buildings.

This newsletter has been developed to identify safety issues in regional local government and to assist managers in meeting the requirements of the *Occupational Safety and Health Act* and regulations.

## What are the risks?

The most common causes of injuries across regional local government agencies are:

- manual tasks – lifting and carrying objects, repetitive actions and awkward postures – sprains and strains;
- slips, trips and falls – sprains and strains;
- falls from heights, including falls from one level to another – sprains, strains and serious trauma injuries; and
- contact injuries – from falling or moving objects - bruising, cuts, contusions and serious trauma injuries.

## What is a risk assessment?

The occupational safety and health laws require assessments to be carried out.

A risk assessment is the process of determining whether there is a risk associated with an identified hazard, that is, whether there is any likelihood of injury or harm. The process should include consultation with people involved in the task, as well as consideration of the, experience and training of the operator, individual tasks to be performed and the length of time the operator is exposed to the identified hazards.

## How do I use these checklists?

1. Use the checklists in this newsletter to inspect your workplace. You may see other hazards as you are going through – add them to the checklist.
2. Anything that you have ticked 'No' or added to the list needs to be fixed. So, look at each hazard using the table below to prioritise identified hazards.

<b>Risk rating table – for working out level of risk</b> Use the vertical and horizontal columns to consider both the likelihood of injury or harm to health and the consequences to work out the level of risk				
Likelihood of injury or harm to health	Consequences of any injuries or harm to health			
	Insignificant eg no injuries	Moderate eg first aid	Major eg extensive injuries	Catastrophic eg death
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely (rare)	Low	Moderate	High	High

Risk assessment is a 'best estimate' on the basis of available information. It is important the responsible person undertaking a risk assessment has the necessary information, knowledge and experience of the work environment and work process, or such a person is involved.

3. If the hazard falls into 'high' or 'extreme', based on your view of how likely it is someone will get hurt and what level of injury could happen, then you need to fix it straight away. If it is lower down in the table – moderate or low – then plan when you will fix it.

**Remember hazards have to be controlled – you can't ignore them.**

# Injury hotspots

## Psychological system

Stress from heavy workloads, workplace change, bullying and interpersonal issues

## Shoulder

Muscle strain from lifting and handling boxes/equipment, machinery or repetitive activities (eg pruning, whipper snipper use). Joint injury from slips, trips and falls

## Arm

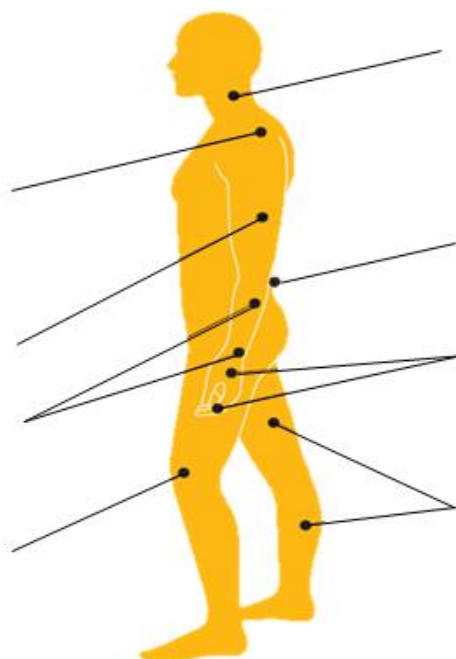
Muscle strain from handling tools and equipment, and repetitive work tasks. Lacerations/cuts or fractures from coming in contact with equipment, tools, environment (mobile plant, flora)

## Forearm/wrist

Fractures and bruises from slips, trips and falls  
Muscle strain from repetitive work (eg sweeping, blower vac's)

## Knee

Muscle strain or tears from slips, trips and falls on steps or uneven ground surfaces



## Neck

Muscle strain from lifting equipment, operating earth moving machinery or vehicle accidents. Working in awkward postures.

## Back

Slipped discs and muscle strain from lifting or moving equipment or stores, repetitive work. Working in awkward or sustained postures. Slips, trips and falls on slippery, wet or uneven surfaces or ground

## Hand and fingers

Fractures, lacerations and amputation of hands and fingers from unguarded machinery, getting caught between objects, or slips, trips and falls. Muscle strain from repetitive work

## Leg

Muscle strain from lifting and repetitive work. Fractures from slips, trips and falls on steps, kerbs and uneven ground. Lacerations/cuts or fractures from coming in contact with equipment, tools, environment (mobile plant, flora)

## Safety solutions

Hotspots	Solutions
<b>Lifting</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Shoulder</li> <li>Neck</li> <li>Arm/leg</li> </ul>	<ul style="list-style-type: none"> <li>Plan work so objects and materials are delivered and handled at waist height.</li> <li>Ensure large, bulky or awkward objects can be easily moved (eg trailers to carry plant trays, height-adjustable trolleys for shifting goods in and out of vehicles, vehicle ramps).</li> <li>Eliminate manual lifting of heavy items - use mechanical aids, or team lifting when possible.</li> </ul>
<b>Repetitive work/awkward postures</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Shoulder</li> <li>Neck</li> <li>Arm</li> <li>Leg</li> <li>Forearm/wrist</li> <li>Hands and fingers</li> </ul>	<ul style="list-style-type: none"> <li>Mechanise the task (eg use rotary hoe in place of spade work).</li> <li>Ensure equipment is light, adjustable, easy to use and maintain, and suited to the person.</li> <li>Select appropriate equipment to mechanise repetitive work or eliminate awkward postures.</li> <li>Use reach arms and extension tools (eg long handled pruning shears).</li> <li>When doing similar work for long periods, rotate the tasks so the work includes a variety of postures and ensure regular breaks are taken.</li> <li>All workstations, including workshops or off-site work areas assessed with regard to height of work benches, vehicle seat adjustments, lighting and spaces for safe movement of people and machinery.</li> </ul>
<b>Slips, trips and falls</b>	
<ul style="list-style-type: none"> <li>Back</li> <li>Shoulder</li> <li>Knee</li> <li>Forearm/wrist</li> <li>Arm</li> <li>Leg</li> </ul>	<ul style="list-style-type: none"> <li>Conduct OHS site specific risk assessments and implement controls. Apply good housekeeping methods (eg remove unnecessary items, provide proper storage, ensure things are put away). Where possible, wash down surfaces last.</li> <li>Footwear and surfaces should be non-slip (eg around workbenches).</li> <li>Ensure access / egress to and from plant is in good repair and maintained.</li> </ul>
<b>Stress, bullying and harassment</b>	
<ul style="list-style-type: none"> <li>Psychological system</li> </ul>	<ul style="list-style-type: none"> <li>Share information between shifts, locations, workers and support services.</li> <li>Promote clear policies and procedures that address bullying, harassment and work pressure; enforce an effective issues reporting and resolution plan; and provide post-incident care, including counselling and support.</li> <li>Ensure all workers understand what bullying and harassment are and the procedures for reporting incidents (eg explain policies and procedures during induction).</li> </ul>
<b>Motor vehicles</b>	
<ul style="list-style-type: none"> <li>Knee</li> <li>Neck</li> <li>Forearm/wrist</li> </ul>	<ul style="list-style-type: none"> <li>Ensure work vehicles are maintained and pre-start checks carried out, systems and equipment available for the safe load/unloading of goods).</li> <li>Ensure foreseeable traffic conditions and worksite conditions are built into the work plans.</li> <li>Ensure drivers are licensed and competent for the vehicles they drive.</li> </ul>
<b>Electrical</b>	
	<ul style="list-style-type: none"> <li>Ensure electrical safety protection – Portable and non-portable RCD's tested on a regular basis.</li> </ul>
<b>Chemicals handling</b>	
	<ul style="list-style-type: none"> <li>Provide Material Safety Data Sheets, ensure all labels are correct, provide a list of suitable chemicals, and ensure appropriate personal protective equipment is used.</li> <li>Eliminate hazardous chemicals or use safer substitutes.</li> </ul>

Based on the WorkSafe Victoria document Injury hotspots – Local government (Councils)

# Manual TASKS

Performing manual tasks is an essential part of jobs in most workplaces. Managing the risks from performing manual tasks requires systematically identifying, assessing and controlling those risk factors. This is known as the *risk management process*. The risk management process should involve those who carry out the work tasks.

The risk management process will help identify hazardous manual tasks and assist in understanding the source of the risks, so that informed decisions about what to do to eliminate or control them can be implemented.

The risk management process should take place:

- when a hazard, injury/disorder, incident or near miss has been reported in relation to a manual task;
- when new manual tasks are being introduced; and
- when there are changes in the way manual tasks are performed (eg change in environment, equipment, systems of work).

## Training in MANUAL TASKS

Training for manual tasks should include both theoretical and practical (task specific) training for workers, and should occur both at induction for new staff, and on an ongoing basis thereafter. Task specific training should be provided when tasks are about to be changed or introduced.

The level, length and type of training provided should be tailored and reflect the risk involved. Training should focus on the specific areas identified in the assessment process. .

**More information** on hazard identification, risk assessment, risk control and training is available in the Code of Practice: Manual Tasks (2010). WorkSafe also has a free manual task training package available for employers to modify, adopt and use as their own. Both these documents are free to download from [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

# Slips, Trips and FALLS

## How can I reduce the risk of slips, trips and falls?

Slips, trips and falls are a significant problem affecting every workplace. Slips and trips account for about 20 per cent of all lost time injuries every year. They can result in serious injuries and lengthy periods of time off work. Slip, trip and fall hazards in local government need to be managed well as a number of work activities occur outside where the environment is more difficult to manage but creates a higher risk due to uneven, sloping and slippery surfaces.

There are controls that employers can use to prevent slips and trips in the workplace. It is important to complete hazard identification and risk assessments in consultation with staff. Often, a range of controls is needed to effectively control the risk.

### Elimination

- Regularly maintain and inspect machinery, pipes and production processes to prevent, identify and eliminate leaks onto floor surfaces.
- Providing adequate space to perform tasks.

### Substitution

- Re-surface floors with less hazardous materials.
- Provide temporary walkways for uneven ground.

### Isolation

- Restrict access to work areas identified as higher risk for slips, trips and falls.

### Engineering controls (minimising risk by redesign)

- Ensure plant has adequate access and egress points and they are well maintained.
- Improve lighting of work areas. Clearly mark walkways, edges of steps and any changes in floor heights or surface types.
- Provide ramps instead of steps, stepladders and work platforms to reach items at height.

### Administrative controls

- Implement good housekeeping practices.
- Training for staff in identifying risk factors for slips/trips and controls to manage risks.
- Clear procedures for reporting hazards and damage to floors, surfaces, and equipment.

### Personal protective equipment

- Clear footwear policy, provision of appropriate safety footwear may be required in certain workplaces.

# Falls from HEIGHT

Falling from one level to another is a major workplace hazard and is the most common cause of death from traumatic injuries. Fall hazards occur in all industries and most fatalities occur from a relatively low height. It is vital to secure the health and safety of workers by undertaking adequate risk management and implementing safe systems of work whenever employees are required to work at height.

## Ladders

Ladders can be hazardous if they are not correctly maintained and used. Ladders should properly stored and inspected regularly. Check that ladders:

- are not damaged, do not have loose or missing parts;
- are secured against movement and are supported from a firm, level, non-slip surface;
- project at least 1 metre above the landing place;
- are placed at a slope that is no steeper than 4 units of height to 1 unit horizontally; and
- are rated for industrial use, not domestic use.

When using a ladder:

- always have two hands free to climb up and down (three points of contact);
- any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately;
- always face the ladder while climbing up, down or working;
- never place feet higher than 900mm from the top of the ladder;
- never over-reach from a ladder;
- never work from a ladder above another person;
- never have more than one person on a ladder at any one time;
- do not use a ladder in an access way or where it may be hit by a door;
- do not undertake work requiring restricted vision, welding or metal cutting from a ladder; and
- use a non-metallic ladder where there are electrical hazards.

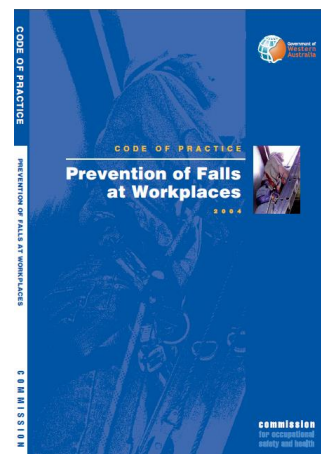
## Elevating work platforms

Consider the following when selecting an appropriate type of Elevating Work Platform (EWP):

- type of work to be carried out;
- height and reach of the unit;
- safe working load of the unit;
- existing ground conditions; and
- existence of any electrical hazards such as power lines.

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;
- any travel when the platform is raised is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used;
- do not climb in or out of the platform while the EWP is elevated; and
- persons operating boom-type EWPs with a boom length of 11 metres or more must hold a WP Class High Risk Work License.



**For more information** on the prevention of falls refer to the Code of practice – Prevention of falls at workplaces, available for free download from [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)



# Chemicals

Chemicals or hazardous substances are used every day in work tasks and have the potential to cause injury or illness. Some common chemicals and harmful substances used include pesticides, degreasers, paints, acids, solvents, cleaners, asbestos, wood dust and welding fumes. Lost time, illness and sometimes death are all outcomes of failing to store, use or dispose of hazardous substances properly.

Employers must identify all chemicals and hazardous substances being used in the workplace. A hazardous substance register, with reference to the risk assessment together with material safety data sheets (MSDS) must be provided in the workplace for each hazardous substance. MSDSs should list the ingredients and give health information and instructions for their safe storage, use and handling. MSDSs are available from manufacturers and suppliers of chemicals and harmful substances and the issue date should be less than 5 years.

For substances which are not classified as hazardous, there is a general duty of care to ensure there is enough information provided so that the chemical can be used safely. This may be information from the label, product information sheet or MSDS. This information should be used to identify any potential hazards that may arise from the use, storage, and transportation of the chemicals.

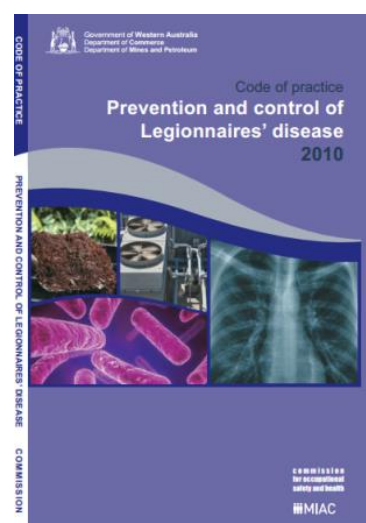
- Ensure chemical containers have a label to identify the chemical and the safety information about the chemical (eg flammable, toxic if swallowed and avoid contact with skin).
- Store chemicals in approved containers; do not use old drink or food containers.
- Maintain a current hazardous substance register.
- Do a risk assessment for all hazardous substances to determine how to use the chemicals safely.
- Train staff to use chemicals safely and to administer first aid. Records of training for hazardous substances must be kept and need to include, potential health risks and toxic effects, control measures used to minimise risk to safety, correct use, correct care and use of any personal protective equipment, if applicable health surveillance.
- Post emergency numbers, including poison information numbers, beside the telephone.

Forms for Hazardous substances registers and risk assessments are available for free download from [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au). These documents are available for employers to modify, adopt and use as their own. Download through the website at [www.commerce.wa.gov.au/worksafe/forms-hazardous-substances-registers-and-risk-assessments](http://www.commerce.wa.gov.au/worksafe/forms-hazardous-substances-registers-and-risk-assessments)

## Working with soil or potting mix - Legionnaires' DISEASE

*Legionella longbeachae*, which has been linked to most cases of Legionnaires' disease in WA, is commonly found in gardening soils, potting mix and mulches. The disease is usually caused by inhaling contaminated aerosols. To prevent exposure to *Legionella* bacteria when handling potting mix and other compost materials, people should take precautionary steps such as:

- avoiding potting plants in unventilated areas, such as enclosed sheds or greenhouses;
- wearing gloves;
- avoiding transferring potting mix from hand to mouth, eg rubbing face with a soiled hand;
- wearing a face mask;
- always washing hands after handling potting mix, even if gloves have been worn, as *Legionella* bacteria can remain on hands contaminated by potting mix for up to one hour;
- storing potting mix in a cool place, away from the sun;
- keeping soils and potting mix damp;
- avoiding raising soil near evaporative coolers;
- moistening contents of bags through a small opening;
- watering gardens and composts gently, using a low pressure hose; and
- when handling bulk quantities of potting mixes or other soil products, using procedures that minimize dust generation.



**For more information** go to the Code of practice: Preventing Legionnaires' disease.

# Controlling infectious diseases

It is important to identify the risks of transmissible diseases in the workplace. There are many diseases which may be encountered by council workers, such as rangers, cleaners and gardeners.

In some situations, employees may be exposed to serious diseases such as zoonosis, tetanus, hepatitis B and C and HIV. A policy for minimising the risk of transmission of such diseases will assist employers and employees. There are many simple practicable ways to reduce the transmission of such diseases, such as training in safe work practices, the use of personal protective equipment and the implementation of a vaccination program.

A policy on controlling infectious diseases should provide guidelines for dealing with situations where there is an increased risk of transmission and include the establishment of a vaccination program. Issues regarding freedom from discrimination and the confidential treatment of employees with infections could be included in the policy.

All staff members at risk should be provided with information and training on what infectious diseases are, how they are transmitted, the signs and symptoms of the diseases, procedures used in the workplace to minimise the risk of spreading the disease, first aid procedures and the benefits of the vaccination program. Adequate supervision should then ensure that everyone follows the procedures. Training should be provided as part of an induction program and be updated on a regular basis. More information is available within the checklist (page16).

## Handling needles, syringes and other sharps

The inappropriate disposal of syringes is an increasing community health risk. Syringes are often not disposed of in a safe manner and are left where other people, including employees and customers, may be exposed to the risk of a needle stick injury. Workers and others at the workplace can inadvertently be exposed to the risk of a needlestick injury from a contaminated syringe, which may present a health risk.

Syringes may be clearly visible or may be disposed of within containers or hidden amongst other rubbish, products or clothing etc. Therefore it is imperative that employees receive adequate training in dealing with and disposing of inappropriately disposed syringes.

Workers should never:

- bend, break, recap or otherwise manipulate needles
- place their hands into areas where their hands or fingers are not clearly visible (e.g. into garbage bags and crevices)
- manually compress garbage bags
- hold garbage bags close to their body
- hold garbage bags by the base of the bag.

### Solution

Employees should wear puncture resistant gloves where there is a possibility of contact with carelessly disposed syringes in the workplace or in the work process (e.g. sorting of rubbish or discarded clothing etc).

If a syringe is discovered the following steps should be taken, as a minimum, to protect against the potential health risks associated with a needlestick injury.

- Step 1** Do not touch the syringe before obtaining the designated equipment (where available). Do not improvise equipment if the designated equipment is unavailable.
- Step 2** Do not attempt to handle the syringe by hand. Warn others of the threat. If the syringe poses an immediate threat to the well-being of others in the area (i.e. a busy children's playground), the safest way to retrieve the syringe is to hold the barrel of the syringe in a gloved hand.
- Step 3** Obtain the designated equipment, which should include gloves, a sealable, puncture resistant, container or an approved contaminated waste container, and forceps or tongs.
- Step 4** Take the equipment to the syringe.
- Step 5** Wear puncture resistant gloves.
- Step 6** Open the container and place on a stable, level surface. Do not hold the container because a misdirected needle may contact the hand or forearm and result in a needlestick injury.
- Step 7** Do not attempt to bend, break or re cap the needle.
- Step 8** Using forceps or tongs, pick up the syringe, preferably at the opposite end (barrel) of the needle. Step 9 Carefully place the syringe into the container, needle end first (DO NOT force the needle into the container). Obtain a larger container if the syringe does not fit.
- Step 10** Seal the container.
- Step 11** Contact the local council or health service for information on appropriate disposal of the syringe.
- Step 12** If tongs or another designated pick up tool has been used, clean the item with detergent and warm water (while wearing impermeable gloves), then immerse the tool in a bleach solution for a least one minute. Air-dry and replace tongs/tool in appropriate area for future use.

Source: National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (Blood-borne) Viruses [NOHSC:2010(2003)]

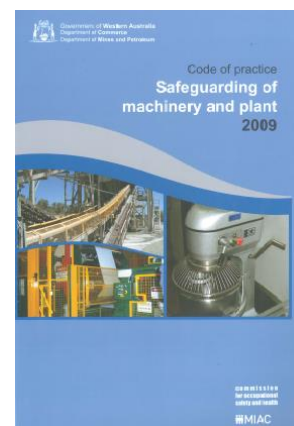


# Plant and MACHINERY

Inadequate guarding of all types of plant and machinery found in workplaces, such as angle grinders, saws, augers and power take offs (PTOs) has led to serious injuries. You must ensure that every dangerous part of fixed, mobile or hand held plant is, as far as practicable, securely fenced or guarded. The term 'as far as practicable' covers situations in which it would not be practicable to completely guard all dangerous parts of a machine, for example the guide bar and chain on a chainsaw.

## Chainsaws

- A chainsaw in untrained hands can be a lethal weapon. Most injuries are deep gashes to the hands, knees, feet and head.
- The first line of defence against injury is instruction and training, under the supervision of a trained and experienced person.
- The sharper the chain, the safer the job. A blunt chain requires more effort and increases fatigue, both of which can lead to kickback accidents.
- The major injury risk is from kick-back, the violent reaction triggered when the upper quadrant of the chain bar tip meets resistance.
- Even modern safety features, such as the chain brake and inertia brake, cannot be guaranteed to prevent kickback injury, which can happen faster than human reflexes. The safest way is to avoid kickback situations.
- More than 50 people are injured by chainsaws at work in WA each year.



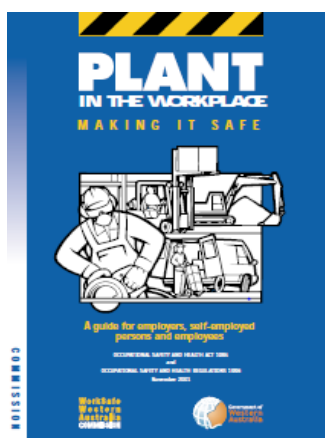
### Safe use of Chainsaws

- Check your chainsaw thoroughly before every use.
- Make sure the bar, chain and sprocket are in good condition.
- Check that bar oil is flowing and the chain brake is working.
- Sharpen your chainsaw and top up with bar oil each time you stop to re-fill with fuel.
- Always wear suitable protective equipment and clothing.
- Never use the saw to cut anything above shoulder height (between knee and waist-high is safest).
- Never operate the saw beyond your ability.
- Carry a chainsaw with the motor off and the saw blade pointing to the rear.
- Always have a properly equipped first aid box and qualified first aider.

## Powered mobile plant

The most serious of the hazards associated with powered mobile plant (PMP), such as forklifts, excavators, tractors, front end loaders and cranes are people being struck by moving plant, operator being ejected or plant overturning. In most cases injuries, including fatal injuries can be prevented with operator protective devices such as roll over protective structures (ROPS), falling object protective structures (FOPS), secure seating, footrests, seatbelts and safe systems of work.

Risk assessments must be carried out to determine whether there is any risk the plant could overturn, an object could come into contact with the operator of the plant, or whether the operator could be ejected from the seat. Note: for certain tractors and earthmoving machinery, the fitting of ROPS, FOPS and seatbelts is mandatory



The most common risk to persons other than operators from PMP is being run into/over by the PMP. Around forklifts, earthmoving and road making machinery, being run over by PMP is the greatest risk to pedestrians. The operators view of pedestrians may be restricted or even obscured by the PMP. Safe systems of work need to be developed and implemented to ensure that pedestrians and PMP are separated, if they cannot be separated a method of communication must be implemented to ensure that the PMP operator is aware of where the pedestrians are.

Before starting each shift, conduct a thorough inspection of the PMP and any attachments that are to be operated, check such things as; lift and tilt systems, steering, brakes, controls, tyres, warning devices, load arms, brake fluid, hydraulic oil, etc.

Ensure attachments used are suitable and rated to be used with the item of plant.

## Safe movement of vehicles

- Design traffic routes so they are wide enough for the largest vehicle using them. They should be one-way (if possible) and have clearly signed traffic instructions, including speed limits.
- Separate pedestrian footpaths or walkways from traffic or make traffic routes wide enough for both vehicles and pedestrians. Use pedestrian barriers to prevent people walking in front of or behind moving vehicles.
- Mark reversing areas so drivers and pedestrians can see them easily. To reduce reversing accidents, place fixed mirrors at blind corners.
- Ensure that people directing traffic wear high-visibility clothing and that their signals can be seen clearly.
- Make sure all plant operators have been trained, are competent to operate the plant and have any relevant high risk work licenses.

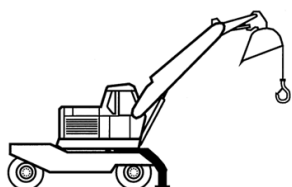


Figure 1 - Earthmoving machine with lifting device

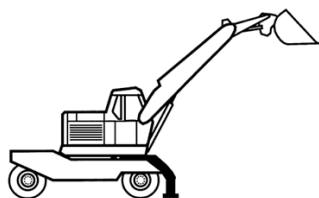


Figure 2 - Earthmoving machine

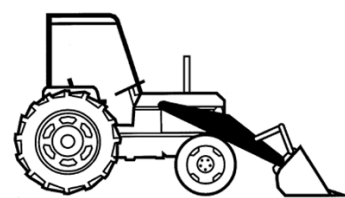


Figure 3 - Tractor with F.E.L. attachment

## Quad BIKES

### What is a quad bike?

A quad bike (a four-wheeled motorbike) may be defined as – 'Any motorised off-highway vehicle designed to travel on four low pressure tyres, having a seat designed to be straddled by the operator and handlebars for steering control and intended for use by a single operator and no passenger'. Quad bikes have serious safety risks when used incorrectly.

Before purchasing a quad bike or using existing quad bikes:

- conduct a risk assessment to determine if a quad bike is the best vehicle option for the task;
- ensure that anyone using a quad bike has appropriate information, training and supervision;
- supervise all inexperienced operators; and
- always wear an approved motorcycle helmet when operating a quad bike.



## Working in HOT CONDITIONS

### Organisation of work

Heat stress can be reduced by attention to the way work is organised. Examples include:

- rescheduling work so the hot tasks are performed during the cooler part of the day or in cooler times of the year;
- reducing the time an individual spends doing the hot tasks eg by job or task rotation;
- arranging for more workers to do the job;
- providing additional rest breaks in cool, shaded areas; and
- using mechanical aids to reduce physical exertion.

### Providing training and information

Training and information will enable workers to:

- identify hazards associated with heat stress;
- recognise symptoms of heat stress and heat illness;
- identify appropriate first aid procedures;
- understand how to avoid heat illness;
- recognise the potential dangers associated with the use of alcohol and/or drugs; and
- use appropriate protective clothing and equipment.

Toolbox meetings and pre-start meetings present opportunities to reinforce the actions needed to avoid heat illness.

## Providing personal protective clothing

Outdoor workers should be provided with protection against ultraviolet exposure, such as a wide brim hat, loose fitting, long sleeved collared shirt and long pants, sunglasses and sunscreen.

## Keeping well hydrated

The Western Australian Occupational Safety and Health Regulations 1996 require that a supply of clean, cool drinking water is provided and is readily accessible to workers.



**Employers should plan ahead and ensure all the necessary measures for preventing heat illness can be implemented when hot weather is predicted.**

Source: WorkSafe Bulletin: Working in hot conditions

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## Asbestos – what you NEED to know

In 2013/14 WorkSafe conducted a State wide Asbestos awareness campaign aimed at assisting State and Local Government agencies manage ACM in buildings under their control. This initiative will continue throughout this current campaign.

Refer to the WorkSafe website for further information on ACM

<http://www.commerce.wa.gov.au/publications/industry-checklist-asbestos-state-and-local-government>

Employers, persons having control of the workplace, main contractors and self-employed persons all have responsibilities for identifying the presence and location of asbestos at the workplace and assessing the risks in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]. This includes:

1. providing a current asbestos register at the workplace and informing persons who may come into contact with ACM in the workplace about the Register. The Register must be made available at the workplace;
2. labelling asbestos-containing materials at the workplace as far as practicable;
3. ensuring that prior to the commencement of any maintenance, repair or cleaning work on identified or suspected asbestos that the Asbestos Register and any assessments have been reviewed, so that safe work methods can be put in place; and
4. conducting all work involving removal of asbestos containing materials in accordance with the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]. Further information can be obtained by contacting WorkSafe on 1300 307 877 or by visiting the website at [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

## Personnel safety for vegetation control near live POWERLINES

Prior to commencing vegetation management work near live overhead power lines, a hazard identification and risk assessment have been carried out and adequate control measures have been determined.

For further details and guidance, please refer to EnergySafety's Code of Practice for Personnel Safety for Vegetation Control Near Live Powerlines

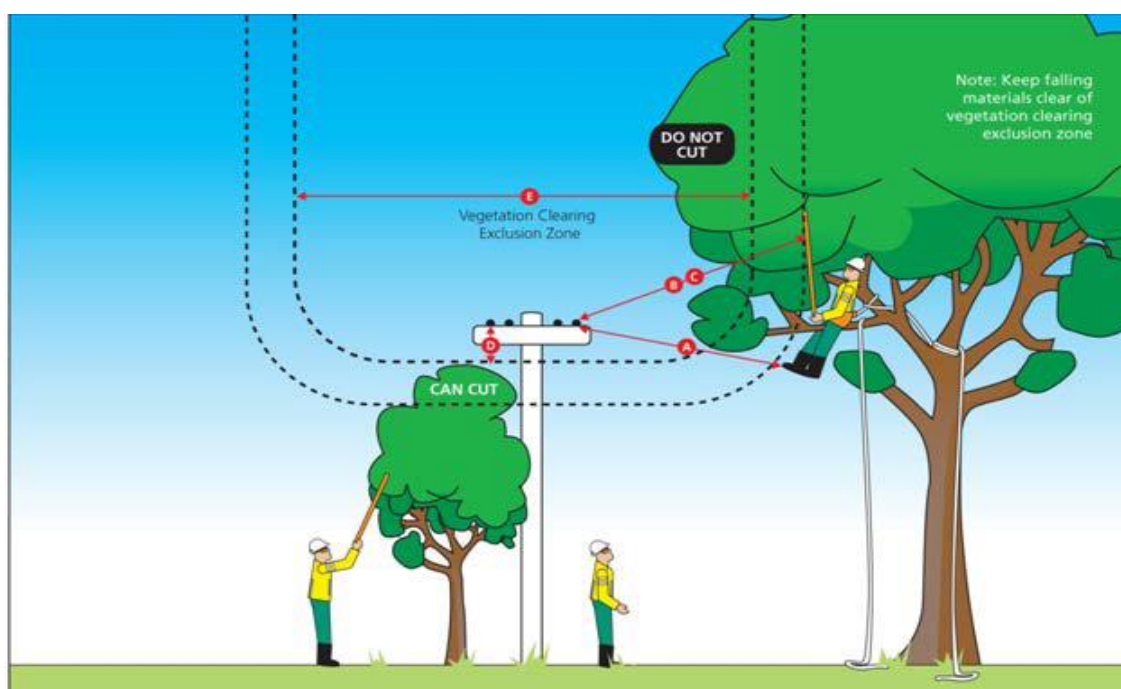
**Table 1 Safe Approach Distances and Vegetation Clearance for Ordinary Persons and Ground Workers**

Nominal Phase to Phase ac Voltage (V)	Person, Tools & Equipment (mm)	Mobile Plant (mm)	Cannot cut Vegetation that is Closer than: (mm)
LV Insulated	3000	3000	500
LV Bare	3000	3000	1000
1,000 to 33,000	3000	3000	3000
66,000 to 132,000	6000	6000	3000
Over 132,000	6000	6000	6000

**Table 2 Safe Approach Distances and Vegetation Clearance for Vegetation Management Workers**

Nominal Phase to Phase ac Voltage (V)	Vegetation Management Worker (Climber) (mm) (A)	Insulated Tool (mm) (B)	Uninsulated Tool (mm) (C)	Vegetation below and beside overhead line (mm) (D)	Vegetation overhanging the overhead line (E)
Insulated LV	200	Physical Clearance	200	No clearance	No clearance
Bare LV	1000	200	1000		Not permitted
6,600	1200	700	1200		
11,000	1200	700	1200		
22,000	1200	700	1200		
33,000	1200	700	1200		
66,000	1400	1000	1400		
132,000	1800	1200	1800		
Over 132.000 volts contact network operator					

**Figure 1 Safe Approach Distances for Vegetation Workers (Refer Table 2)**



# Checklists

OSH management and consultation <b>safety checklist</b>			
	yes	no	n/a
Safety and health representatives are elected, as per Act			
Safety and health representatives have been trained, as per Act			
OSH committee/s is in place			
Consultation with employees and safety and health representatives on OSH takes place			
Hazard and injury reporting <ul style="list-style-type: none"> <li>Have hazards or injuries/harm to health been reported?</li> <li>Have reported hazards and injuries/harm to health been adequately investigated?</li> <li>Have notifiable injuries been reported to WorkSafe?</li> </ul>			
OSH management systems have been implemented (including management commitment, safety planning, consultation and reporting, hazard management, training and consultation)			

Manual tasks <b>safety checklist</b>			
	yes	no	n/a
Manual tasks have been identified in each work area/department			
Risk assessments of potentially hazardous manual tasks have been conducted and all relevant risk factors as outlined in <a href="#">Code of practice for Manual tasks</a> have been considered			
Reported manual task injuries (eg sprains & strains) and hazards have been investigated			
Practical control measures have been implemented and maintained to eliminate or reduce risk associated with manual handling tasks			
Induction and ongoing training is provided to everyone involved in the organising and carrying out of manual tasks and includes as a minimum information on risk factors and risk management approach			
Training is both theoretical and task specific			

Electricity <b>safety checklist</b>			
	yes	no	n/a
Electrical installations <ul style="list-style-type: none"> <li>Electrical installations are maintained, protected and tested to minimise the risk of electric shock or fire</li> <li>Evidence of maintenance and testing is in place</li> <li>Components are clearly labelled</li> <li>Switchboard is free from obstructions</li> </ul>			
Residual current devices <ul style="list-style-type: none"> <li>Hand held portable equipment is protected by RCD</li> <li>Switchboard or fixed sockets marked whether RCD protected</li> <li>Testing program in place</li> </ul>			
Cord, connections, plugs and sockets <ul style="list-style-type: none"> <li>Flexible cords and extension cords are used in a safe manner</li> <li>Connection moulded or transparent plug</li> <li>Plugs, sockets and extension leads in good condition and protected from damage</li> </ul>			
Procedures are in place for work in the vicinity of overhead power lines			

<b>Hazardous substances safety checklist</b>			
	yes	no	n/a
The register of hazardous substances is complete and current (MSDS < 5 years old). The register includes a contents list and material safety data sheets (MSDS) for all hazardous substances (such as fuel, herbicides) used at the workplace			
The register of hazardous substances is readily available for workers (eg copy is kept in the vehicle)			
Hazardous substances are properly labelled with the manufacturer's labels on containers			
Decanted containers labelled with name, risk and safety phrases			
Risk assessments have been completed for all substances and recorded in Hazardous Substance Register			
Practicable control measures are in place to reduce risks relating to hazardous substances For instance, substitute hazardous substances for non-hazardous substances, use substances in accordance with MSDS, ensure adequate personal protective equipment (PPE) is provided and used			
People who may be exposed to or work with hazardous substances have been provided with adequate information, instruction and training			
Record of training includes health effects, controls, safe work methods, PPE			
Health surveillance is undertaken where appropriate, as per Schedule 5.3			
Spill kits are available where chemicals are used eg chemical store and vehicles			
PPE is maintained and in good working order			
Location of any asbestos on site identified and the risk assessed			
Buildings dated pre 1990 are likely to contain asbestos containing material (ACM)			
Is there a current Asbestos Register in place at the workplace that identifies and assesses ACM			
The register has been completed by a competent person			
Is ACM labelled as far as is practicable			
Relevant persons aware of/have been trained in use of Asbestos Register			
An Asbestos Management plan is in place and reviewed on a regular basis			

<b>Mobile plant safety checklist</b>			
	yes	no	n/a
Mobile plant is maintained in accordance with operations manual to minimise risks. Including log book/records, pre-start checks			
Employees are trained and evidence of training/instruction/competency (eg load shifting equipment) is available			
Where required employees have the appropriate High Risk Work Licence (HRWL) eg dogging, forklifts and EWP >11 metres			
The mobile plant is a safe condition, eg plant registration, access to cab, seat and seat-belt, FOPS/ROPS as required, load-chart as required, operator's manual, controls labelled, guarding of dangerous parts, service and maintenance completed			



**Mobile plant safety checklist**

	yes	no	n/a
Wood chippers <ul style="list-style-type: none"> <li>Emergency stops in place adequate and operational</li> <li>Guarding of engine area, hot points, drop down table fitted to rear</li> <li>Never unattended while in operation</li> <li>Operators wearing ear and eye protection</li> </ul>			
Quad bikes <ul style="list-style-type: none"> <li>Risk assessment completed – is there an alternative vehicle that can be used</li> <li>Approved motor bike helmets are provided</li> <li>Maintenance and Pre-start checks are completed</li> <li>Training and instruction is provided to employees</li> </ul>			
Load shifting plant such as tractors or front end loaders <ul style="list-style-type: none"> <li>Maintenance manuals for machine and attachments (where attachments are after-market) are available</li> <li>SWL displayed for machine and attachments</li> <li>Attachments are used with machines that have been de-rated for use with that attachment (where attachments are after-market)</li> </ul>			
Elevated Work Platform (EWP) <ul style="list-style-type: none"> <li>Correct EWP is selected for the task, considering insulation requirements, ground conditions, height, reach and type of work</li> <li>Are all operators and spotters trained and hold HRWL were required</li> <li>Are all inspections, testing and maintenance has been completed</li> <li>PPE, including harnesses are in good condition and fitted correctly</li> </ul>			
Site hazards are identified, assessed and controlled (ramps, slopes, rough ground, power lines, excavations, ground load limits, underground services)			

**Traffic management safety checklist**

	yes	no	n/a
Work is organised for the safety of employees and others  Adequate traffic management measures are in place to protect workers, motorists and pedestrians. Traffic management includes appropriate combination of warning signs, traffic cones, flashing amber lights, etc.  <i>For more complex works involving partial road closures a traffic management plan (TMP) must be drawn up by an appropriately trained person in accordance with the requirements of the Main Roads Code of Practice and AS1742, Part 3. These TMPs must be approved by the appropriate authorised body</i>			
Workers are protected from oncoming or passing traffic: <ul style="list-style-type: none"> <li>if work is &gt; 3 metres of road, symbolic worker sign and vehicle mounted sign provided;</li> <li>if work is within 3 metres of road, provide approved safety barrier, use advance roadwork signs including symbolic workers sign;</li> <li>if work is in between 1.2 and 3 metres, provide adequate cones or bollards, symbolic workers sign and 60km/h sign and where practicable vehicle mounted sign; and</li> <li>if work is within 1.2 metres of road, provide cones, symbolic worker sign, 40 km/h sign, where practicable vehicle mounted sign</li> </ul>			
Where possible, a shadow vehicle (preferably with vehicle mounted sign) is parked to protect workers			
In areas of very high public access (such as near schools), additional controls such as barrier tape, barricades, extra staffing are provided and a traffic management plan is in place			
Workers that may be exposed to traffic are provided high-visibility clothing			

Work on roads that is of short duration (up to 5 minutes):			18
<ul style="list-style-type: none"> <li>a risk assessment has been carried out;</li> <li>vehicle mounted warning device is displayed on the vehicle; and</li> <li>the look-out person can see approaching traffic and warn workers to vacate the road way before the arrival of traffic</li> </ul>			

High risk construction work <b>safety checklist</b>			
	yes	no	n/a
Is high risk construction work carried out? High Risk construction work includes: <ul style="list-style-type: none"> <li>excavation to depth greater than 1.5 metres (inc grave digging);</li> <li>work carried out on or adjacent to roads or railways that are in use, road works;</li> <li>work on a construction site where there is movement of powered mobile plant; and</li> <li>disturbing or removal of asbestos</li> </ul>			
Are safe work method statements available and kept updated as the job progresses. The safe work method statement must be in writing and as far as is practicable, set out: <ul style="list-style-type: none"> <li>each high risk construction work activity that is or includes a hazard;</li> <li>the risk of injury or harm to a person resulting from any hazards;</li> <li>the safety measures to be implemented to reduce the risk;</li> <li>a description of the equipment used in the work activity; and</li> <li>the qualifications and training (if any) required for persons doing the work to do it safely</li> </ul>			
Is an occupational safety and health management plan in place for construction sites (where 5 or more persons are working at the same time)? And is kept up to date and readily available to each person doing construction work at the site, the OSH committee and SHR for the site.			
The safety and health management plan should include: <ul style="list-style-type: none"> <li>person responsible for OHS on site;</li> <li>OHS induction training to be provided for the site;</li> <li>incident management processes;</li> <li>safety rules and process of disseminating these rules to all visitors; and</li> <li>identification of hazards at this site, associated risks, means of risk reduction</li> </ul>			
Construction induction training certificate, when required (White/blue card)			

Working at heights <b>safety checklist</b>			
	yes	no	n/a
Hazard identification and risk assessments have been conducted where employees are required to work at height			
Practicable control measures have been implemented and maintained to eliminate or reduce the risk associated with work at heights			
Elimination of hazard is considered			
Fall arrest system is in place			
Edge protection is in place if a person could fall >2 metres from scaffold, fixed stairs, landing, suspended slab, formwork, and false work  In any other cases: if person could fall >3 metres: Fall Injury Prevention System (FIPS) eg catch platform, scaffold, safety nets, safety mesh, and fall arrest system or edge protection is provided			
There is safe means of access and egress to the work being performed at heights			
Stairs, walkways, ladders, mechanical lifts, obstruction free			



**Working at heights safety checklist**

	yes	no	n/a
Anchorage and fall injury prevention system are of an appropriate design. The fall injury prevention system and the anchorages must be designed, manufactured, constructed, selected or installed so as to be capable of withstanding the force applied to them as a result of a person's fall			
An inspection regime is in place for each component of the fall injury prevention system and means of attachment (eg harnesses, safety belts, shock absorbers, lanyards, inertia reels etc) to an anchorage is inspected regularly  If any signs of wear or weakness are found during the inspection, the components or means of attachment are withdrawn from use until they are replaced with properly functioning components  Permanently fixed anchorage points are checked by a competent person at least every six months if in regular use or if not regularly used before it is used			
People required to work at height have been provided with adequate information, instruction and training for the work being performed			

**Machinery guarding safety checklist**

	yes	no	n/a
Every dangerous part of fixed, mobile or hand held powered plant (machinery) is securely fenced or guarded in accordance with Regulations 4.37 and 4.29, except where the plant is so positioned or constructed that it is as safe as it would be if fenced or guarded			
The highest level of guarding practicable is provided			
Manufacturers decals, manuals and operator instructions readily available and in the English language			
Adequate safe work procedures are provided and documented to set, test and use machinery during all cycles of production and maintenance. Look for: <ul style="list-style-type: none"> <li>• pre-operational checks;</li> <li>• presence sensing system: inspection and maintenance records maintained;</li> <li>• employer has provided appropriate isolation and lock-out procedures for maintenance;</li> <li>• where setting, testing and start-up of machinery is required with the final means of safeguarding removed, have interim safeguards been provided;</li> <li>• where fixed physical guards are provided is adequate provision made for cleaning, maintenance, adjustment and repair; and</li> <li>• where it is not practicable to guard machinery is a safe system of work in place for persons operating or passing in close proximity</li> </ul>			
Operators and maintenance personnel are properly trained, familiar with the operation and set up of the machinery and able to demonstrate safety features			

**Chainsaws - safety checklist**

	yes	no	n/a
Operator is trained and competent to use a chainsaw			
Chainsaw is checked before each use: bar, chain and sprockets are in top condition, bar oil flowing, chain brake working, chain is sharp			
Each time operator refills with fuel, bar oil is topped up and chain checked			
Adequate PPE is worn: eye protection i.e. visor, adequate safety glasses, safety helmet, ear protection, gloves, safety boots, leg protection (cut resistant trousers or chaps are preferable)			

**Chainsaws - safety checklist**

	yes	no	n/a
Chain saw is not used to cut anything above shoulder height			
Chain saw is carried with engine off, muffler away from body and saw blade pointing to the rear			
After refuelling, chain saw is moved away from fuel before starting the engine			
Work is done in clear work area; escape route is in place			
Never operate chainsaw with one hand, unless it is designed for one hand use			
Bystanders and other persons/animals are kept away when starting chainsaw and when cutting			

**Air receivers safety checklist**

	yes	no	n/a
Drive belts, pulleys, moving parts are adequately guarded			
If a pressure vessel, i.e. air receiver is a hazard level is A, B or C, it is registered with WorkSafe			
Proof of registration is available at the workplace i.e. the registration number is legibly stamped on the item of plant and a copy of the evidence of the registration is displayed on or near the item of plant			
Manufacturer's instructions and operating manuals are available at the workplace			
Periodic inspections carried out by a competent person as per Australian New Zealand Standard AS/NZS3788			

**Infectious diseases, sharps and body fluids - safety checklist**

	yes	no	n/a
Identify hazards and assess the risk of exposure to infectious diseases such as Hep A, B, C, HIV, Tetanus – Consider council workers such as rangers, cleaners, gardeners and waste management workers			
Provide <b>and promote</b> vaccination programs (ie Hep B, tetanus)			
Keep records of employees who have been vaccinated			
Ensure there is a policy and procedures in place for: <ul style="list-style-type: none"> <li>• Immediate first aid response after exposure to blood, body fluids</li> <li>• Reporting of exposure</li> </ul>			
Employees are trained. Training should include: <ul style="list-style-type: none"> <li>• what are the risks, including information about contagious diseases</li> <li>• handling syringes</li> <li>• covering open cuts</li> <li>• decanting rubbish from one bin to another</li> <li>• cleaning up of body fluids in public toilets – including vomit, urine and faeces</li> <li>• removal of sharps/needles (use of tongs, sharps containers)</li> <li>• immediate first aid after incidents of exposure to blood or other body fluids/ substances from a sharps injury or splashing onto mucous membranes or broken skin</li> <li>• cleaning up broken glass (e.g. use gloves, throw out cleaning cloth containing glass)</li> </ul>			
PPE <ul style="list-style-type: none"> <li>• Impermeable sharps containers designated for the disposal of needles are provided and used</li> <li>• Impervious gloves</li> <li>• Tongs for handling used needles and syringes are provided and used</li> </ul>			
Follow up care for exposed employees is available including: <ul style="list-style-type: none"> <li>• Appropriate tests</li> <li>• Counselling</li> </ul>			

**Other areas - safety checklist**

	yes	no	n/a
<b>New and young workers and visitors</b> Adequate information, instruction and training is provided to new and young workers on: <ul style="list-style-type: none"> <li>• hazards and controls;</li> <li>• evacuation procedures;</li> <li>• hazard/ injury reporting;</li> <li>• use &amp; care of PPE; and</li> <li>• has age, experience, non-English speaking background, etc taken into account</li> </ul>			
Adequate supervision is provided to ensure new and young workers follow instructions and safe work procedures and there is no skylarking, initiation ceremonies, bullying			
Risk of injury or harm to visitors is reduced by means appropriate for the workplace and the type of work activity			
<b>Noise</b> <ul style="list-style-type: none"> <li>• A risk assessment has been conducted</li> <li>• Where practicable, control measures have been put in place to reduce the risk of hearing loss where noise levels &gt; 85dB(A)</li> <li>• Hearing protection has been provided to workers and is used.</li> <li>• Workers have received information and training in relation to noise at the workplace and the use of hearing protection.</li> <li>• Workers have been instructed on the fitting, use, selecting, testing, maintenance and storage PHP</li> </ul>			
<b>Workplace behaviours</b> <ul style="list-style-type: none"> <li>• Policies and procedures are provided for managing bullying, violence and aggression in the workplace, including reporting procedures</li> <li>• Employees are provided with training and information in relation to bullying, violence and aggression in the workplace</li> <li>• Reports of bullying, violence and aggression in the workplace are thoroughly investigated</li> <li>• Bullying, violence and aggression are prevented and managed if applicable</li> <li>• Are employees including Rangers, instructed to Observe and Report where there is no other means of dealing with violent or aggressive situations</li> <li>• Will employees be able to withdraw to a position of safety and call for backup or police?</li> <li>• Has information and training been provided to employees eg. Rangers exposed to violent and aggressive people or dangerous animals?</li> </ul>			
<b>Working alone and remotely</b> <ul style="list-style-type: none"> <li>• Where employees may be required to work remotely or alone are safe systems of work in place, eg consider weather, travelling distance, terrain, procedures in the event of vehicle break down or injury, facilities available</li> <li>• Employees are provided information training and supervision in relation to working alone or remotely</li> <li>• If employees are isolated from other persons, there is a means of communication which enables the employee to call for help and a procedure in place for making regular contact with the employee</li> <li>• Communication equipment (eg long range radio, GPS, EPIRB) is provided as required and regularly tested and maintained to ensure it is in good working condition</li> </ul>			

<b>General - safety checklist</b>			
	yes	no	n/a
Emergency egress enable safe egress in the event of an emergency			
Self-illuminating exit signs are provided and clearly visible in the workplace			
Portable fire extinguishers are provided and maintained in the workplace, including vehicles			
Evacuation procedure and diagram are available, displayed and practiced			
Adequate stocked first aid facilities are provided			
Adequate number of first aid trained person(s) are available			
Workplace facilities are provided and arrangements have been made for access to facilities for any employees working remotely			
Work areas are monitored for cleanliness and removal of debris			
Warning signs are provided			
Seating is provided and maintained			
Gas cylinders are secured			
Flash back arrestors are fitted (oxy-acetylene or oxy-LPG)			
Welding screens are provided and are in good condition			
Personal protective equipment (PPE) <ul style="list-style-type: none"> <li>• PPE is provided where necessary with no cost to employee</li> <li>• Instruction and information is provided in relation to PPE</li> <li>• PPE is maintained and stored appropriately</li> <li>• Signs are provided in areas where PPE is required</li> </ul>			
Working outdoors <ul style="list-style-type: none"> <li>• Sun protection is provided such as shade, PPE, sunscreen</li> <li>• Hot conditions – training, means of hydration, job rotation, PPE and shade are provided</li> <li>• Wet conditions – shelter, alternative duties, PPE are provided</li> </ul>			
Workplace racking <ul style="list-style-type: none"> <li>• Racking is maintained and in good working condition (eg secured, no visible signs of damage or bowing)</li> <li>• Safe working load (SWL) is displayed</li> <li>• Items stored on the racking are within the SWL</li> </ul>			
Smoking <ul style="list-style-type: none"> <li>• Smoking is not permitted in enclosed workplace, including vehicles</li> <li>• Workplace policy on smoking is in place</li> </ul>			

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## Implementation Of Employee And Contractor Safety Management System, And On Going Site Safety Training

Prompt Safety Solutions work in consultation with all levels of the Shire and its Contractors to build and provide practical Safety Management Systems, creating a safer and productive work environment whilst meeting Occupational Safety and Health (OSH) legislative requirements that are simple to implement and maintain with ongoing advice and follow up support.

As requested, the following table summarises service options, followed by detailed descriptors of each option. Prices are inclusive of GST.

<b>Full implementation of the Shire Of Yalgoo Employee And Contractor Combined Safety Management System (SMS)</b>	<b>One Off Fee</b> (Includes preparation of documents, web page, staff training, travel, GST)	<b>\$9,900</b> <b>Or</b> <b>\$8,690</b>
<b>Recommended: Further OSH Service Visits, Training, Inspection etc. Quarterly Recommended.</b> Including – Annual OSH Refresher Inductions, Toolbox Meetings, Site OSH Inspections, Rigging Inspections, Hazardous Substances Review/Updates, Drug Testing and more	<b>Quarterly OSH Service, Training, Inspection etc. As Required</b>  <b>Travel Component for each visit –</b>  <b>NOTE: As discussed. If held in conjunction with the Shire of Sandstone Quarterly visits – Travel component will be \$1,210</b>	<b>\$1,210</b>  <b>\$2,420</b>  <b>\$1,210</b>
<b>Annual Review of the Safety Management System (SMS)</b> Including all processes, documents, updating/revision, document control and 12 months ongoing consultation.	<b>Total per Quarterly visit</b>  <b>Annual Fee</b> (after the first implementation year)	  <b>\$1,100</b>

### Full implementation of the Shire Safety Management System

- Shire - Combined Employee and Contractor Safe Work Method Statement (SWMS) process as presented
- Machinery and Task Verification of Competency (VOC) process
- Training and Induction of in safety processes including;
  - SWMS
  - Employee and Employer OSH Responsibilities
  - Fit For Work Drug and Alcohol
  - OSH Resolution Procedure
  - Hazard and Incident Reporting and Investigation
  - Emergency Procedures and Preparedness
  - Isolation Tag Out Procedure
  - Blood Born Virus Awareness
- Contractor Management web page
- Designated Shire Safety Management System web page hosted through Prompt Safety Solutions to ensure quality, accuracy and document control.
- 12 months phone and email support for all your OSH advice

### Further OSH Service Visits, Training, Inspection etc “As Required” (Recommended)

## Implementation Of Employee And Contractor Safety Management System, And On Going Site Safety Training

*Further OSH Service Visits, Training, Inspection etc “As Required” encourages consistency of OSH performance and commitment amongst the organisation. Factors that inhibit OSH compliance and accountability in organisations include time constraints, work load of existing staff, in some cases limited OSH experience, staff turnover etc.*

### Services Provided

*This includes but not limited to, depending on specific Shire Employee and Contractor requirements:*

- Annual Refresher OSH Inductions and Training including updating Verification of Competencies. This captures any new employees and re-enforces employee knowledge of OSH requirements and responsibilities of all employees
- Attending - Facilitating quarterly toolbox meetings
- Review, update and maintain hazardous substances registers
- Assisting and training in OSH Inspections
- Drug and alcohol testing
- Annual rigging gear inspections and tagging
- Review, consult and update policies and procedures
- Conduct and advise on incident investigations - maintain incident registers (if required)

### Annual Review *(Required in the following years after implementation)*

Review of all processes, documents, updating/revision, document control to meet legislative requirements.

- 12 months phone and email support for all your OSH advice.

As a regionally based professional Occupational Safety and Health service provider, I appreciate the opportunity to present the above proposal and encourage the Shire of Yalgoo to consider the full implementation of the above Safety Management System, incorporating the Quarterly OSH service. This user-friendly Safety Management System encourages auditable and consistent OSH standards and performance amongst the organization and a clear plan moving forward with a Safety Management System, especially as we move towards the National Harmonized Work Health and Safety (WHS) legislation.

If you have any questions regarding the above proposal or anything else to do with OSH, please contact us, as we are here to help.

*Steve Taylor*

### Prompt Safety Solutions

Phone 0417 907 512

PO Box 146

Dumbleyung WA 6350

Email [stevetaylor@highway1.com.au](mailto:stevetaylor@highway1.com.au)

Web [www.promptsafetysolutions.com](http://www.promptsafetysolutions.com)

*We acknowledge and appreciate Aboriginal and Torres Strait Islander people as the Traditional Custodians of this land on which we deliver our services. We pay our respects to elders and leaders past, present and emerging.*



Member of the Australian Institute of Health & Safety

**A SAFE WORKPLACE IS NO ACCIDENT**



Member of the Australian Institute of Health & Safety

Prompt Safety Solutions Steve Taylor 0417 907 512 Email [contact@promptsafetysolutions.com](mailto:contact@promptsafetysolutions.com) Web [www.promptsafetysolutions.com](http://www.promptsafetysolutions.com)

## Summary

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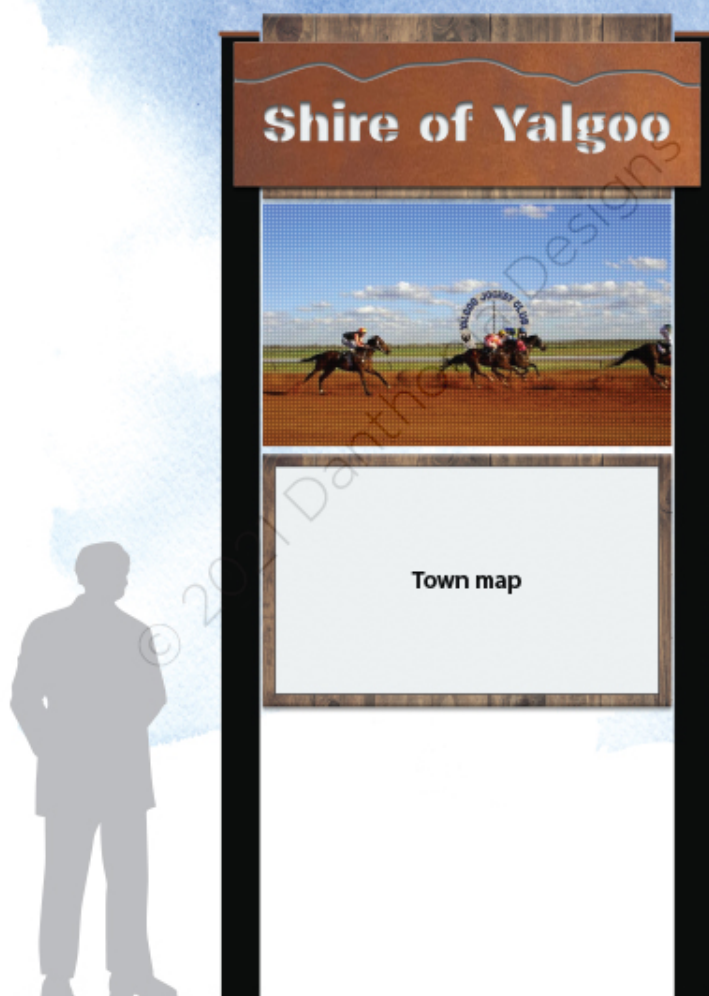
New LED Sign and Paynes Find Town Entry Signs for the Shire of Yalgoo.

Supply cost for designs listed on each page.



# Design Specifications

36377-01 Yalgoo LED Sign Revision 1



## Specifications (mm)

Map Panel:	1600 x 1000
Sign Panel:	1820 x 730
LED (P6.67 Full Colour):	1600 x 960
Posts:	150 x 3800
Underclearance:	1150
Pylon Spacing (Inside):	1620
Overall Width:	1920
Overall Height:	3890
Sides:	Single-sided
Legible Distance:	45m (Shire)

## Colours

<input type="checkbox"/>	Dulux White On White
<input checked="" type="checkbox"/>	Dulux Oriental Spice
<input checked="" type="checkbox"/>	Faux Corten
<input checked="" type="checkbox"/>	Black

Sides:	1	Lighting:	None
Quantity:	1	Frangibility:	Not Frangible
Coatings:	Anti-Graffiti	LED Specs:	P6 Full Colour
Installation:	Client to arrange installation	Communication:	4G

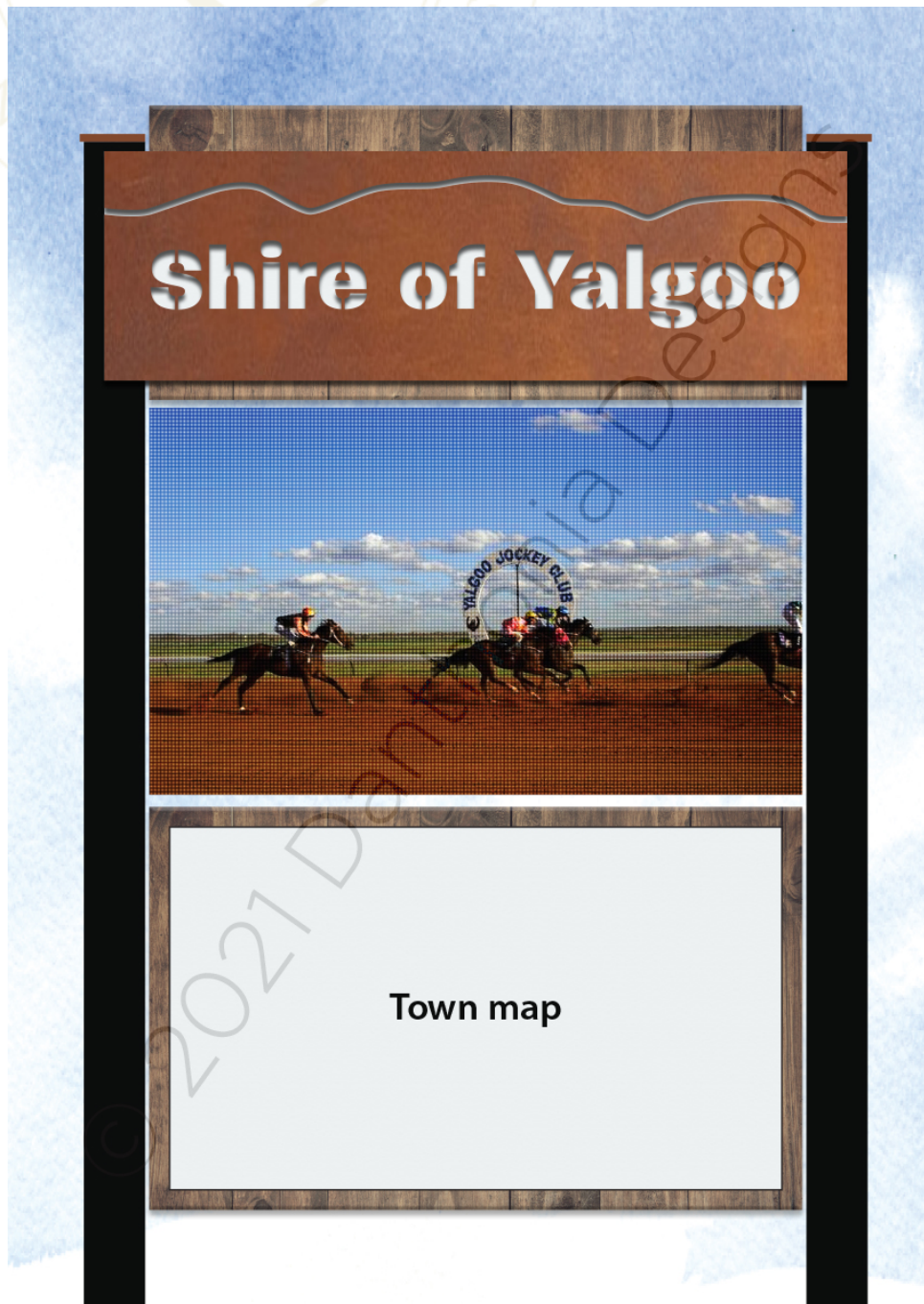
Notes: **Supply cost: \$24,978.00 + gst**



# Design Detail

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36377-01 Yalgoo SC LED Sign and Town Entry Signs Revision 1



## Sign Location

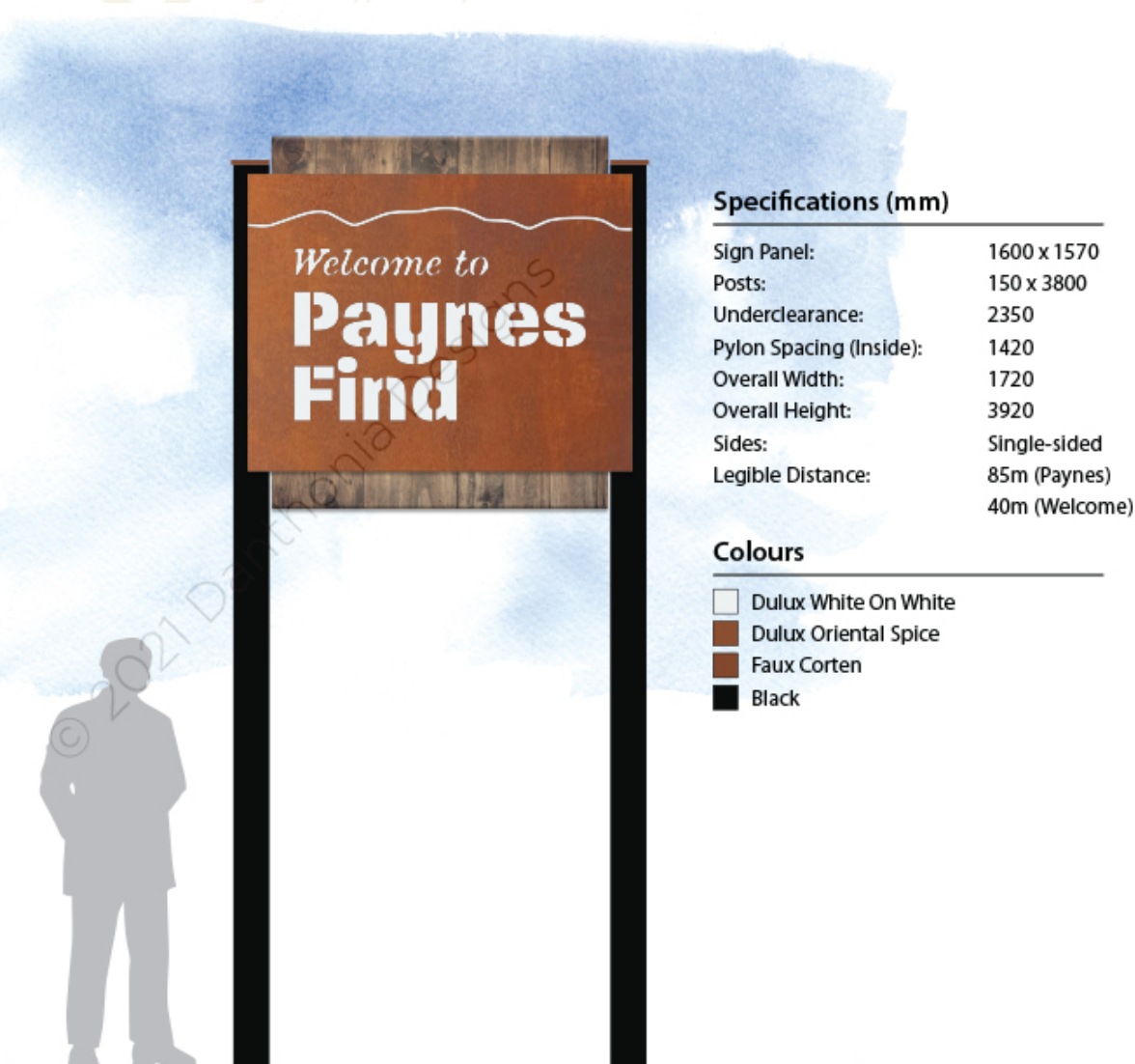
### 36377-01 Yalgoo LED Sign

Any markings not to scale. Location indicated is approximate. Exact sign location to be determined by designated contact person at time of installation. Approximate Lat/Long: (-28.34191, 116.68262).



# Design Specifications

## Paynes Find Entry Sign Pylon **Option 1**



Sides:	1	Lighting:	None
Quantity:	1	Frangibility:	Frangible
Installation:	Client to arrange installation	Coatings:	Anti-Graffiti

Notes: **Supply cost: \$11,189.00 + gst**



## Design Detail

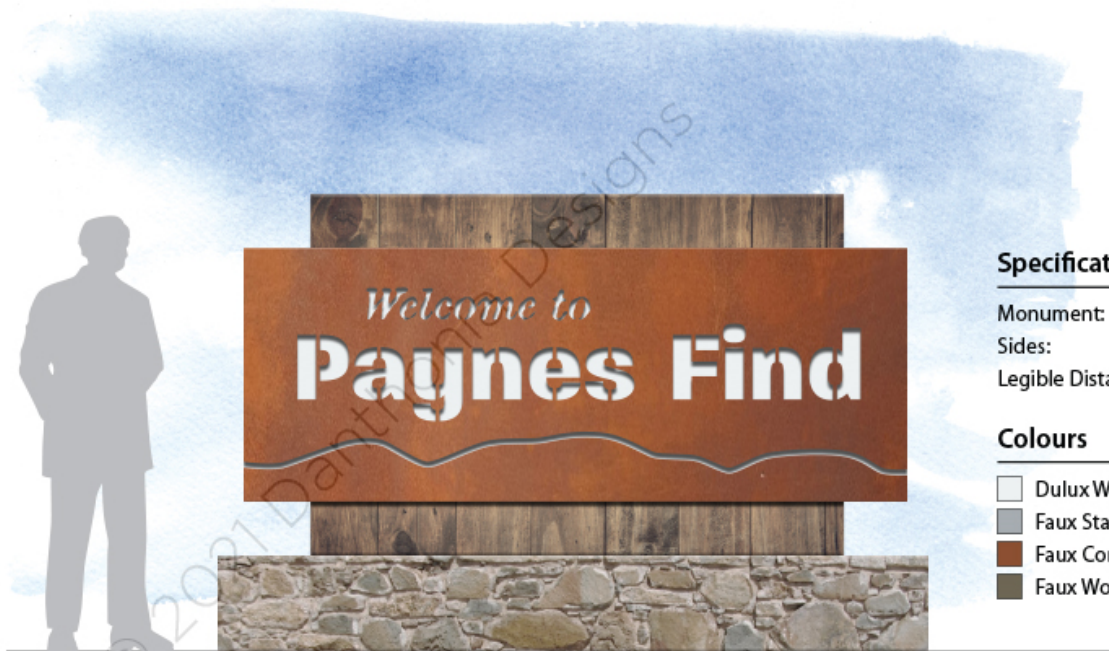
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### Paynes Find Entry Sign Pylon **Option 1**



# Design Specifications

## Paynes Find Entry Sign **Option 2**



### Specifications (mm)

Monument:	3000 x 1900
Sides:	Single-sided
Legible Distance:	100m

### Colours

<input type="checkbox"/>	Dulux White On White
<input type="checkbox"/>	Faux Stacked Stone
<input type="checkbox"/>	Faux Corten
<input type="checkbox"/>	Faux Wood

Sides:	1	Lighting:	None
Quantity:	1	Frangibility:	Frangible
Installation:	Client to arrange installation	Coatings:	Anti-Graffiti

Notes: **Supply cost: \$12,566.00 + gst**



## Design Detail

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Paynes Find Entry Sign **Option 2**

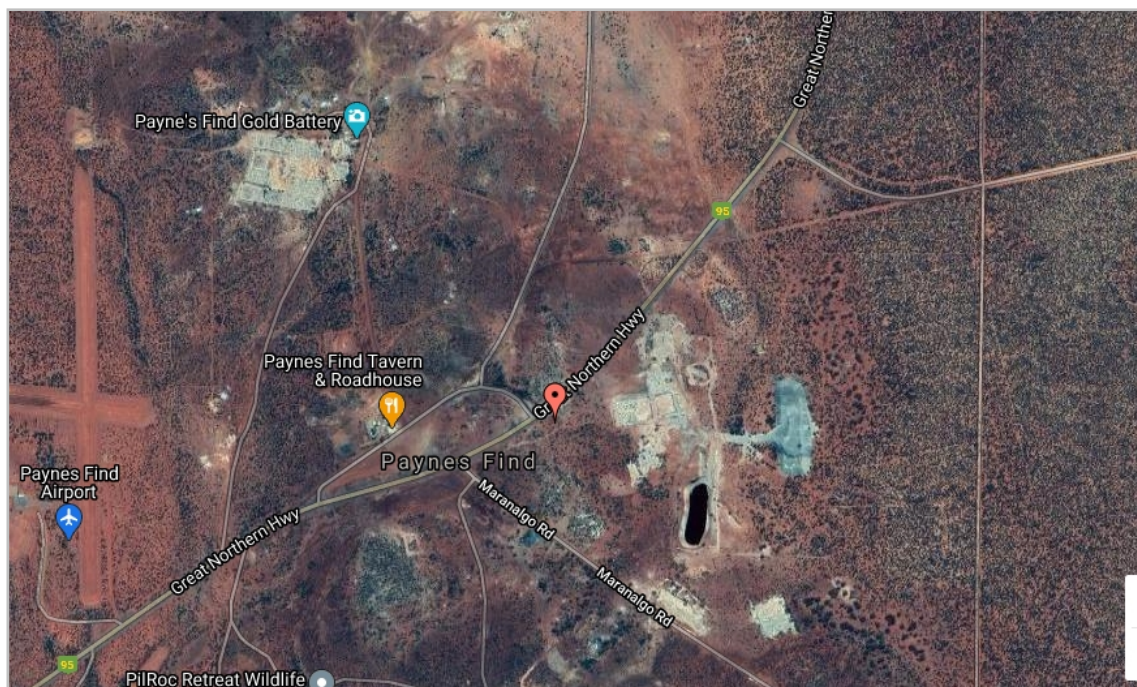




# Sign Location

## Paynes Find Entry Sign Locations

Any markings not to scale. Location indicated is approximate. Exact sign location to be determined by designated contact person at time of installation. Approximate Lat/Long: (-29.26306, 117.69103).



## Durability

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***Danthonia uses only the highest quality materials based on years of field experience and testing.***

Danthonia uses only the highest quality materials based on years of field experience and testing.

Our paints contain UV-resistant pigments to minimize fading for years, and signs are coated with an anti-graffiti coating so that they can be cleaned if they are tagged by vandals.

Post and pylon signs have marine-grade aluminium structures with stainless steel hardware so they will not rust. Monuments are manufactured from a variety of materials, depending on the requirements of the specific sign. Structural components are marine-grade aluminium or hot dip galvanized steel.

Sign faces are fabricated aluminium with welded seams, or other materials like stainless steel, natural stone, timber, or corten steel. Highly artistic structures are sometimes made from aluminium posts enveloped in closed cell foam, which is waterproof, insect-proof and fire retardant. It will not crack, split, swell or rot in the elements. This foam is custom shaped and coated with a 3mm hammer proof flexible finish. Being made from one piece, there are no unsightly edges or back where the support structure can be seen. The tough hammer-proof coating is protection against vandalism and gravel or branches thrown by wind and storms.

Structures are engineer-certified to relevant Australian Standards to ensure safety in the most extreme weather conditions.

All signs are delivered and installed fully assembled. This keeps bad weather delays, traffic control, and scheduling conflicts between multiple contractors to a minimum.



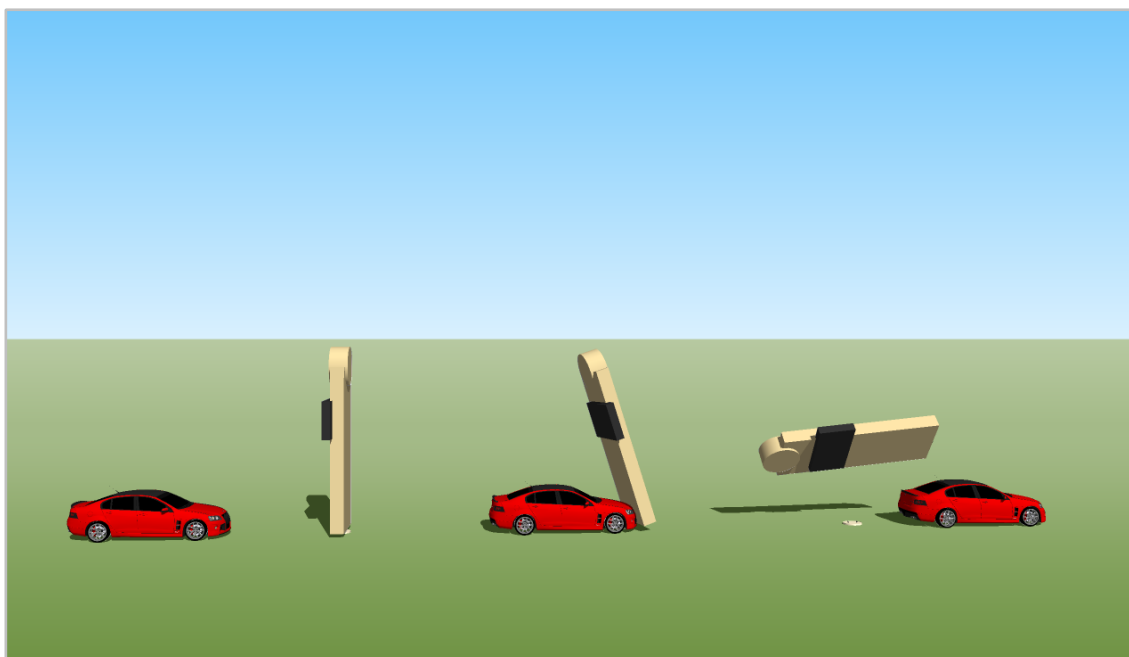
## Frangibility

***NB You will need to make sure you have the necessary road authority permits to install these signs on state roads.***

Signs placed close to a State controlled road need to be “frangible”. This simply means, as a safety measure, that they will give when impacted by an errant vehicle. Signs placed further away from the road are harder to see and maintain.

Some of these signs will be fitted with patented maintenance free, omni-directional breaksafe mounting couplings. The couplings will break away quickly and cleanly on impact resulting in a minimum of damage to both property and passenger, regardless of angle of impact. The system is one of the safest in use anywhere and has approval from the state road authority.

It is assumed, unless noted on the location maps, that all signs will be placed on level sites that are not significantly higher or lower than the road surface. If this is not the case, post lengths or footing details may need to be modified.



## Warranty

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**5 year parts and service warranty on all LED signage and lighting.**

**10 year parts and service warranty on all other signage components.**

Danthonia Designs (“we, us”) warrant the products sold by us to be free from defects in material and workmanship for the following warranty periods:

**5 YEARS: Full parts and service warranty for all Danthonia LED signage and/or lighting.**

**10 YEARS: Full parts and service warranty for all other Danthonia signage, posts, monument structures.**

During the warranty period, we will repair or replace, at our option, any product or component covered by this warranty, which fails under normal use as a result of a defect in material or workmanship. This includes all parts, labour and freight which may be required to return the product to full functionality.

This warranty starts from the date of purchase and extends only to the original purchasers. Any product or component must have been installed, used, and maintained according to our published instructions in order to be eligible for coverage under this warranty and must not have been subject to misuse or abuse. Any modification to the original product voids the warranty.

This warranty does not cover damages which occur as a result of extreme weather events (i.e. flood, fire, lightning, etc.), vandalism, and vehicle collisions, or damage to products that have been subject to improper storage.

The benefits given by this warranty are in addition to other rights and remedies you may have under general law. If you are a “consumer” as defined in section 3 of the Australian Consumer Law, the following prescribed statement applies to you:

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

## Warranty (continued)

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***5 year parts and service  
warranty on all LED  
signage and lighting.  
10 year parts and service  
warranty on all other  
signage components.***

### **How to make a claim**

In the unlikely event that you should require warranty service for your product, please follow the below process:

1. Contact us to notify us of your claim at 1800 552 700, info@danthonia.com.au, or Danthonia Designs, 4188 Gwydir Highway, Elsmore NSW 2360. Please include your purchase receipt, name, complete address and daytime telephone number with a detailed explanation of the problem. We may contact you for further information.

2. Await our instructions before taking any further action. Do not send products or parts to us without authorization, as you may be responsible for any costs associated with forwarding the product to us.

### **Repair Procedure**

We will conduct an assessment to determine the fault with the product. If the reported problem exists due to a manufacturing fault or defect and is within the applicable warranty period we will repair or replace the product (at our option) at no charge within a reasonable time period. If we repair or replace a product under warranty, the expiration date of the original warranty remains unchanged.

If our assessment reveals that the product is free from any manufacturing fault, the product's warranty has become void, or the product does not meet the conditions of the warranty, we will charge you an appraisal fee. If you would like us to repair the product, a further charge will apply to cover parts, labour and administration costs. We will provide you with a quote for this work before we proceed to repair the product. If you do not wish us to proceed, the appraisal fee will apply.

# Danthonia LED Displays

*Danthonia technicians  
and customer service  
representatives are  
always ready to help you  
before sale and after.*

## Training and Support

Free training and support is ongoing. Our customer service continues long after your sign is installed.

Since no software gets installed on your network there is no need for your IT department to be involved. We'll take care of all maintenance and upgrades to the control website.

## Web-based Control Software

The web-based software on the secure Danthonia LED Control website allows you to change your sign from anywhere at any time. Creating, editing and moving messages is easy in the user-friendly interface. Control features available include:

- ***Schedule playlists to display on certain dates at specified times.***
- ***The LED sign can be configured to turn on and off at scheduled times.***
- ***22 entry and exit transition effects for text and pictures.***
- ***Date, time and temperature displays are standard.***

The real time clock synchronizes every hour to Coordinated Universal Time (UTC) servers on the internet to ensure time accuracy. No need to update the time for daylight savings, etc.



# LED Display Construction

## Assembly & Cooling

Our LED displays meet all applicable Australian standards. They are fabricated, assembled, configured and tested in our factory in Inverell NSW. The displays are constructed from aluminium which will never rust and is fully recyclable.

LED modules, control box and power supply boxes are mounted separately onto a frame. This allows sufficient air movement to cool the screen via passive convection, eliminating the need to cool an entire cabinet with fans. The power supply boxes have their own built in cooling fans. Operating temperature range is -20° to 60° C.

A light sensor detects ambient light and adjusts the LED brightness for optimum readability and power consumption. The display is dimmed during dark or overcast conditions and brightened in daylight.

## LED Modules

Our LED displays are made up of 320 x 320mm weather-sealed modules. These modules are rated at IP67, which means they are dust proof and waterproof at up to one metre immersion. In the event of vandalism, damaged modules can be replaced. We keep spares in stock and a module swap-in takes only a few minutes. Power and control are front accessible for easy maintenance.



# 4G Data Connection

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*Just turn on the power.  
LED sign is fully  
configured when it leaves  
the factory. The 4G  
modem connects  
automatically.*

## No Data Installation

A 4G data connection eliminates data installation altogether. You can completely avoid the frustration of coordinating multiple contractors at the time of install to get power and data working. The 4G connection avoids conventional data cabling regulations and eliminates underground cables which could expose your sign to dangerous electrical surges. The only requirements are mobile phone coverage and internet access.

## No IT Involvement

Your IT staff doesn't need to be involved as there is no connection to your network.

## 4G Security

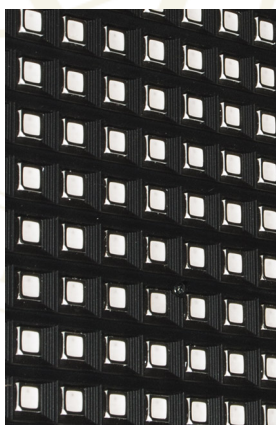
All traffic from your computer to the LED screen is secure—protected by SSL encryption.

4G communications will never compromise the security of your local or enterprise network because the LED sign will not be connected to your network in any way. 4G avoids having to establish connections through your corporate firewall.



## Full Colour LED Details

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### SMD Technology

LEDs (light-emitting diodes) create the pixels that comprise the display. Each pixel is made up of three LEDs (red, green and blue) mounted close together and encapsulated in a translucent polymer. This mounting method is known as SMD (Surface Mount Device). SMD displays can achieve a higher resolution, smoother image quality, a wider viewing angle and higher colour saturation than traditional LED bulbs. SMD LEDs can create over a million colours. Viewing angles of 140° (horizontal) and 120° (vertical) ensure that passing traffic has more time to read messages.

More than 6,000 cd/m<sup>2</sup> (candelas/square metre or 'nit') means LED lamps are 'ultra bright' and display is viewable in bright conditions. The lamps are lifetime rated at 100,000 hours. That's more than 10 years of 24-hour 'on' time.

### Screen Configuration

The full colour screen gives you the ability to display text, images and video clips. You can display text and graphics anywhere on the screen, not just in pre-defined rows. The screen is built without a border so no space is wasted.

The resolution is P6. 'P' stands for 'pitch' which is the distance between pixels measured in millimetres (the lower the pitch, the better the resolution).

### Media Display

The full colour screen supports most digital image and digital video formats (jpeg, bmp, png, gif, wmv, avi, mov, mp4, mpg).

The website text editor has 22 font sizes. The smallest size is specially designed to fit the maximum number of characters and lines of text on the screen.

# Your LED Sign Specifications

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## 36377-01 Yalgoo LED Sign Revision 1 LED Display

Resolution & Colour	<b>P6 Full Colour</b>
Display Size	<b>1600 x 960 mm</b>
Pixel Matrix	<b>240 x 144 px</b>
Maximum Lines of Text	<b>17</b>
Maximum Characters per Line	<b>45</b>
Letter Height Range	<b>47 - 940 mm</b>
Power Requirement	<b>1090 W (240V, 5A)</b>

*We recommend wiring the sign to a dedicated switch in your breaker panel.*



# Installation

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***Before your sign leaves our factory we will fully assemble everything to make sure installation will be as trouble-free as possible.***

Typically, we ship the hardware ahead of the sign so that the footings are ready by the time the sign arrives.

Your LED sign will be configured and tested before it leaves our factory. As soon as it is standing and powered up you will have access to your sign.

Since you wish to take care of the installation yourself, we provide a free installation kit, hold down bolts, instructions and phone support. You would simply dig and pour the footings according to the engineering drawings we provide.

Once you receive your sign you will want to make sure it doesn't get damaged. Generally, if the sign is left in its original packaging and stored in a cool dry place it should be well protected. However, once the original packaging has been removed you will want to install it right away. The plastic wrapper is necessary to keep the sign clean, but if left in the sun, the sign will overheat and be damaged.

***NB: You will be responsible to apply for any necessary development applications.***



Contract No. C004/16



Local Buy  
Contract No. BUS 244-0314



Procurement Australia  
Contract No. 1909-0327



Building Management & Works (BMW)  
Department of Finance, Western Australia  
Supplier No. 144290  
Regional Service Alliance 2012 Contract (SA12)



ProcurePoint

Registered Contractor  
Scheme No. SCM0256

## Danthonia Designs Terms & Conditions

The Terms and Conditions in this document reflect the common business practices of Danthonia Designs ("Danthonia/we/our/us") which apply unless other arrangements are made in writing with the client ("you/your") and, in which case, are subject to those arrangements. These Terms and Conditions apply to you as amended from time to time.

**Consultation:** Prior to offering specific quotations or commencing design work we may request information which provides a basis for accurate quotations and effective designs. If a site visit is required we may require reimbursement of costs, or other commitment, to be formalised prior to the visit.

**Quotation:** Unless otherwise specified, quotations are valid for 90 days if there has been no change to specifications. Deadlines for special discount offers are determined on a case-by-case basis. Quotations do not include anything that is not specified in writing. We reserve the right to decline to quote.

**Copyright:** In accordance with Australian and international law we hold the copyright on any design, sketch, artwork, or other creative work we have furnished unless we agree to other arrangements in writing. When you engage us to provide a design and fabricate a sign using this design, we grant you an exclusive, irrevocable licence to use this design for the sign, and also for labels, brochures, stationary, websites, garments and other non-signage use. We reserve the right to be the sole fabricator of any sign we have designed and to display our work or images of our work for promotional purposes. Where you have engaged us to provide a design specifically for a sign, it will be fit for this purpose, and we do not warrant that it will be suitable for other applications. When you have engaged us to provide a design to be used generally as a logo, we will supply a design that meets the application criteria. All drawings showing our trademark are our intellectual property and may not be copied, reproduced or forwarded to others by any means without our express permission. In cases where a logo, artwork, or other elements are provided by you to us, you warrant that the subject matter is not copyrighted by a third party or that you have been granted permission to use the copyrighted material on your sign. To support these warranties, you agree to indemnify us in any legal action connected with copyright infringement by you involving the work produced.

**Design Approval:** If you engage us to do design work we will submit designs for your review based on pricing schedules we provide to you. If the original design assignment or specifications change significantly during the design process, or more revisions are required than our pricing schedule allows, additional design fees may apply. You (in writing or via down payment) will confirm approval of a final design drawing before fabrication work begins. Samples and prototypes requested by you may incur additional charges.

**Client Errors / Alterations:** We accept no responsibility for undetected errors on a final design drawing that you have approved. Alterations you request after approving a final design drawing may incur additional charges.

**Colour Matching:** Because of differences in computer screens, printed samples and actual paint colours, a slight colour variation between the submitted design and the completed work is to be expected. When closer colour matching is required you will submit colour chips or PMS numbers. We will then make a close match within the limits of our current paint supplier.

**Sign pictorials:** Many of our signs include original custom artwork. The sketch that is approved during the design process is assumed to be a "rough draft" or an "artist's study" submitted to you prior to creation of the actual "work of art". Since this sketch is usually done in coloured pencil or watercolour, it will not exactly match the final work, which is done in weather resistant acrylics, and may include sculpting. The final work is assumed to be an improvement over the sketch you approved, and will therefore be a reasonable, but not an exact, match. Where the outcome of final artwork is more critical, we (upon your special request) can send a photograph of the final artwork to you for approval prior to attaching it to the sign. Additional charges may apply.

**Payment terms:** Payment terms will be according to the offer we make to you in our quotation document. If we offer you terms which include final payment upon completion and successful operation of the sign, you must have a representative available to confirm successful operation within 24 hours of completion of installation, and approval must not be unreasonably withheld. If we offer you terms of any form of payment "upon completion of fabrication", the fabrication of the sign will be considered "complete" once photos of the sign have been seen and approved by you prior to shipment. Approval of sign is a confirmation by you that the finished product has been fabricated in accordance with approved drawing, and any failure to approve a completed sign may only be based on non-conformance with approved final design drawing or specification. If you fail to approve the completed works without reasonable cause, then the date upon which we notified you that the works were complete shall be the approval date. If the invoice is not paid in full by the due date then all outstanding monies owed to us become payable immediately and interest at 15% per annum shall accrue on the total amount from the date of invoice. If full payment is not received we reserve the right to remove all goods supplied whilst still pursuing our claim for the outstanding amount plus interest plus any costs associated with the removal of goods. Should you cancel an order or part of an order placed with us, we reserve the right to charge a handling charge in respect to the goods cancelled from that order. Cancellation does not release you from obligation to settle those parts of the order already produced.

**Production Schedules:** We will establish a production schedule after you approve the final design drawing and we receive any required down payment. We will give you an honest time estimate for the completion of your sign(s), and will do our best to meet tight deadlines, but we accept no liability or penalty for missed deadlines. Further, we accept no responsibility for delays related to shipping, customs, third party installations, or other causes beyond our control.

**Outside Purchases:** Any outside purchases and/or subcontracted services related to the work, as requested or authorized by you, are chargeable.

**Transfer of Title:** Signage becomes your property once we have received all payments due. Where we arrange shipping for your sign, we are responsible for the safety of this property until it is delivered. We accept no responsibility for the care of signs that remain uncollected for longer than 14 days unless arrangements have been made in writing.

**Permission:** You must identify and secure any necessary approvals (e.g., from building owners, local authorities, road authorities, etc) related to sign installation. You may make arrangements for us to obtain such permissions at additional cost to you.

**Installation by Client:** In cases where you arrange sign foundation(s) and/or installation(s), we strongly recommend that all work be undertaken by suitably qualified professionals. We accept no responsibility for work arranged/carried out by you.

**Installation by Danthonia:** In cases where you ask us to coordinate any aspects of the installation we may subcontract the necessary engineering and work to local professionals. Installation quotations allow for excavation into obstruction-free earth. Any subsurface services, rock, shale or clay substrates found whilst excavating will incur additional charge. Local government and road authority road closure permits, footpath work permits, site inductions, site specific certificates, engineering certification, or other installation related permits may be required and are not included in the quotation unless otherwise stated. Installation quotations allow for flat and level access without any obstructions to the sign location, normal working hours (7:30am-5:00pm), and continuity of work and installation.

**Web-based Control Software for LED signs:** If you purchase an LED sign, we will provide you with access to web-based control software to update the LED sign ("the Software") as a free service. This Software is provided in collaboration with third party suppliers. We will at all times use all reasonable endeavours to ensure there is no interruption to this service and in the event that this service is temporarily unavailable, to rectify any problems within our control as soon as possible. This service may be temporarily unavailable for maintenance, either by us or by our third party supplier, or because of other causes beyond our control. Given this, we provide this service with due care and skill, but do not guarantee that it will be continuous or fault free. We accept no liability for events or disruptions to service due to circumstances outside our control, and we recommend against using this service in fail safe conditions. If our third party supplier cancels this service, we will use our best endeavours to obtain an alternative source and may cancel the service provided to you by giving you as much written notice as reasonably practicable. For the duration of the warranty period of your sign we will ensure that the Software enables you to update your sign as described above, or provide you with an alternate method to update your sign.

**Terms of Use for website control for LED signs:** In relation to your use of the Software described above, you must:

1. ensure that you provide us with accurate, complete and updated registration information.
2. ensure that your username and password is protected from unauthorised use.
3. not select or use as a username a name of another person with the intent to impersonate that person, or use a username subject to any rights of a person without appropriate authorisation
4. not use this service or related software in any manner that:
  - a. Violates any statute, ordinance or regulation, including but not limited to laws and regulations related to export, spamming, privacy, consumer and child protection, competition and trade practices, obscenity or defamation; or
  - b. Is harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libellous, or similarly offensive.
5. not violate or attempt to violate the security of the Software, including, but without limitation:
  - a. Accessing data not intended to be accessed by you, or logging into a server or account which you are not authorised to access;
  - b. Attempting to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without proper authorisation;
  - c. Attempting to interfere with, disrupt or disable service to any third party, host or network, including, without limitation, via means of overloading, 'flooding', 'mail-bombing' or 'crashing';
  - d. Forging any TCP/IP packet header or any part of the header information in any email;
  - e. Taking any action in order to obtain services to which you are not entitled; or
  - f. Sending any virus, worm, Trojan horse or other harmful code or attachment.
6. not alter, tamper, reverse engineer, repair or attempt to repair the services provided or cause, or allow a third part to do any of these acts.

If you use this service contrary to these terms, the service may be suspended or terminated with immediate effect.

**Licence Terms:** The Intellectual Property Rights and any other rights in the Software and any other hardware or software supplied by us and used in connection with the Software are, and will at all times remain the property of Danthonia Designs, or its licensors and suppliers. You are granted a non-exclusive licence to use the Software for your own internal business purposes. You must not use the Software in any manner that infringes the Intellectual Property Rights or rights of publicity or privacy or other proprietary rights of third parties. You must not, directly or indirectly:

1. reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas or algorithms of the Software or any technology related to the Software ("**Technology**", including documentation);
2. modify, translate, or create derivative works based on the Software or Technology; or
3. copy (except for reasonable archival purposes), rent, lease, distribute, pledge, assign, or otherwise transfer or encumber rights to the Software or Technology;
4. use the Software or Technology for timesharing or service bureau purposes or otherwise for the benefit of a third party, unless expressly authorised; or
5. remove any proprietary notices or labels with respect to the Software.

You must not use the Software or Technology or access it, as applicable, in order to build a competitive product or service, build a product or service using similar ideas, features, functions or graphics of the Software, or copy any ideas, features, functions or graphics of the Software.

**Responsibility for material displayed on LED signs:** You are responsible for the material and content published on LED signs. We do not monitor or exercise any control over what you display on your sign, and so we accept no responsibility for the content displayed by you on these signs.

**Returns Policy:** As signs are custom made, we will give no refunds if you have simply changed your mind. However, if we fail to meet a consumer guarantee, we will provide you with a remedy to put right the fault, deficiency or failure to meet an obligation under the Warranty we provide to you.

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## Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination

### Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

### Division 1 — Preliminary provisions

#### 1. Citation

These are the Shire of Yalgoo Standards for CEO Recruitment, Performance and Termination.

#### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Yalgoo;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or



- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### **12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).



- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

### **13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

## **Division 3 — Standards for review of performance of CEOs**

### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

## **Division 4 — Standards for termination of employment of CEOs**

### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### **21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

### **22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

## Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates

### Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

### Division 1 — Preliminary provisions

#### 1. Citation

This is the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

#### 2. Terms used

(1) In this code —

**Act** means the Local Government Act 1995;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

### Division 2 — General principles

#### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### **8. Personal integrity**

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

### **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

### **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and



- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

- (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## Division 4 — Rules of conduct

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. Misuse of local government resources

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources** of a local government includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

### 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

### 20. Relationship with local government employees

- (1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or

- (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —
 

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —

***interest*** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

- (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

## Behaviour Complaints Committee Delegation

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
<b>Delegate:</b>	<b>Behaviour Complaints Committee</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl. 12(1) and (3)].  In making any finding the Committee must also determine reasons for the finding [MCC.cl. 12(7)].</li> <li>2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> <li>a. take no further action [MCC.cl. 12(4(a))]; or</li> <li>b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl. 12(4)(b), (5) and (6)].</li> </ol> </li> <li>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl. 13(1) and (2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The Committee will make decisions in accordance with the principles and specified requirements established in Councils Code of Conduct Behaviour Complaints Management Policy.</li> <li>b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.</li> <li>c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.</li> <li>d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent.</li> </ol> <p>NOTE TO (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>



<b>Express Power to Sub-Delegate:</b>	Nil.
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Compliance Links:	
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Code of Conduct Behaviour Complaints Management Policy

## Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Yalgoo Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Yalgoo's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

## Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Yalgoo Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

## Definitions

**Act** means the *Local Government Act 1995*.

**Behaviour Complaints Committee** means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

**Behaviour Complaints Officer** means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

**Breach** means a breach of Division 3 of the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates.

**Candidate** means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

**Candidate Complaint** means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

**Code of Conduct** means the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates.

**Committee** means a committee of Council, established in accordance with s.5.8 of the Act.

**Committee Member** means a Council Member, employee of the Shire of Yalgoo's or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under Clause 11 of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Complaint Assessor** means the Behaviour Complaints Officer or a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

**Complaint Documents** means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

**Complaint Form** means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

**Council** means the Council of the Shire of Yalgoo.

**Council or Committee Meeting** means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Finding** means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Plan** means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Response Documents** means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## Policy Statement

### 1. Principles

#### 1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

#### 1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

#### 1.3. Confidentiality

There is no direct statutory provision for confidentiality of behaviour breach allegations under the Act or Local Government (Model Code of Conduct) Regulations 2021. However the Shire of Yalgoo will take the following steps to protect both the Complainant and Respondent.

- In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.
- The Complainant's contact information will not be provided to the Respondent.
- The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.
- The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

## **1.4. Accessibility**

The Shire will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shires Behaviour Complaints Officer is the Chief Executive Officer who can be contacted on 0417 484 840 or [ceo@yalgoo.wa.gov.au](mailto:ceo@yalgoo.wa.gov.au)

## **2. Roles**

### **2.1. Behaviour Complaints Officer**

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

### **2.2. Complaint Assessor**

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy if, by their own opinion, the Behaviour Complaints Officer believes they are unable to act as a Complaint Assessor due to an actual or perceived bias.

The Complaint Assessor will be an impartial third party who will undertake the functions specified in this Policy if the Behaviour Complaints Officer does not believe they can act impartially or that they have sufficient time or experience to carry out an investigation. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Behaviour Complaints Officer may appoint a Complaint Assessor at any point during this process with notice to all parties that this has occurred.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

A Complaint Assessor should request a written response from the Respondent and review all documents provided (the Complaint Documents, any Local Government Records identified by the Behaviour Complaints Officer, and Response Documents). If they believe an investigation is required the scope of the investigation shall be determined by the Behaviour Complaints Officer in accordance with the Shires Budget and Purchasing Policy.

### **2.3. Behaviour Complaints Committee**

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in the Complaints Committee Terms of Reference.

## Behaviour Complaints Committee Terms of Reference

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Yalgoo's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur *[clause 12(3) of the Code of Conduct]*.
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
  - To take no further action; or
  - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

## Membership

The Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of all Council Members with the following condition:

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. From the remaining Committee Members the Presiding Member of the Committee is determined by the following order; Shire President, Shire Deputy President, Councillor with longest continuous service or as nominated by the committee, with a blind draw if contested.

## Meeting Schedule

Meetings are to be scheduled as required by the CEO as Behaviour Complaints Officer in consultation with the Committee Presiding Member.

## Delegated Authority

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire Register of Delegations.



It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

## Committee Governance

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- make the Committee Notice Papers and Agenda publicly available [s.5.94(p), s.5.96A(f)], with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [Admin.r. 14]; and
- make Committee minutes publicly available [s.5.94(n), s.5.96A(h)], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

### 3. Procedure

#### 3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by **completing the Behaviour Complaint Form in full** and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name, signature and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

#### 3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

### **3.3. Withdrawing a Complaint**

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

### **3.4. Notice to Complainant**

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of limited confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information; and
- an offer as outlined in this policy to accept and participate in or decline an Alternative Dispute Resolution.

If the Complainant agrees to an Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

### **3.5. Notice to Respondent**

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

### **3.6. Alternative Dispute Resolution**

The Shire of Yalgoo recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a

Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

In any case the Behaviour Complaints Officer will act as intermediary and specify a time/cost threshold. For example if no agreement between the parties occurs within a reasonable timeframe, then the Alternative Dispute Resolution will be deemed as unsuccessful, and the formal complaints procedure will resume.

### **3.7. Order of Complaints**

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

### **3.8. Appointment of Complaints Assessor**

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

The Behaviour Complaints Officer will undertake procurement in accordance with the Local Government's Purchasing Policy, based on sufficiently detailed guidance on suitable qualifications and experience, if Part 2.2 of this Policy requires them to do so.

### **3.9. Search of Local Government Records**

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Yalgoo Standing Orders.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

### **3.10. Assessment of the Complaint**

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations. Indicatively the Respondent should provide a response within 14 days in writing unless another format is reasonable. The Complaints Assessor is to exercise their professional skill and judgment in that regard.

### **3.11. Complaint Report**

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

The Respondent is to be provided with the draft Complaint Report so that they can make one final submission within 7 days, before the Complaint Assessor finalises the Complaint Report.

### **3.12. Complaints Committee Meeting**

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

The Local Government is required to include reasons when providing notice of its decisions under clauses 12(4), 12(7) and 13 of the Code of Conduct. The Complaint Report is required to provide reasons for each of its recommendations, which become the Officer Recommendations.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)\* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

\*In actioning clause 12(5) of the Code of Conduct, the Respondent may be invited to make an oral submission or provide a written response. If the final decision to implement a Plan is referred to a subsequent meeting of the Committee, the Complaints Assessor or Behavioural Complaints Officer may provide a report attaching the written response and potentially make an associated recommendation as to the effect of a Plan.



### 3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

## 4. Decision Making

### 4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

### 4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the Respondent has taken remedial action in accordance with the Shire of Yalgoo Meeting Procedures and Standing Orders.

### 4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

### 4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;

- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

#### **4.5. Plan Requirements**

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

#### **4.6. Relevant Legislation**

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021